



THE CATHOLIC PARISH OF BUNDABERG

welcomes you to

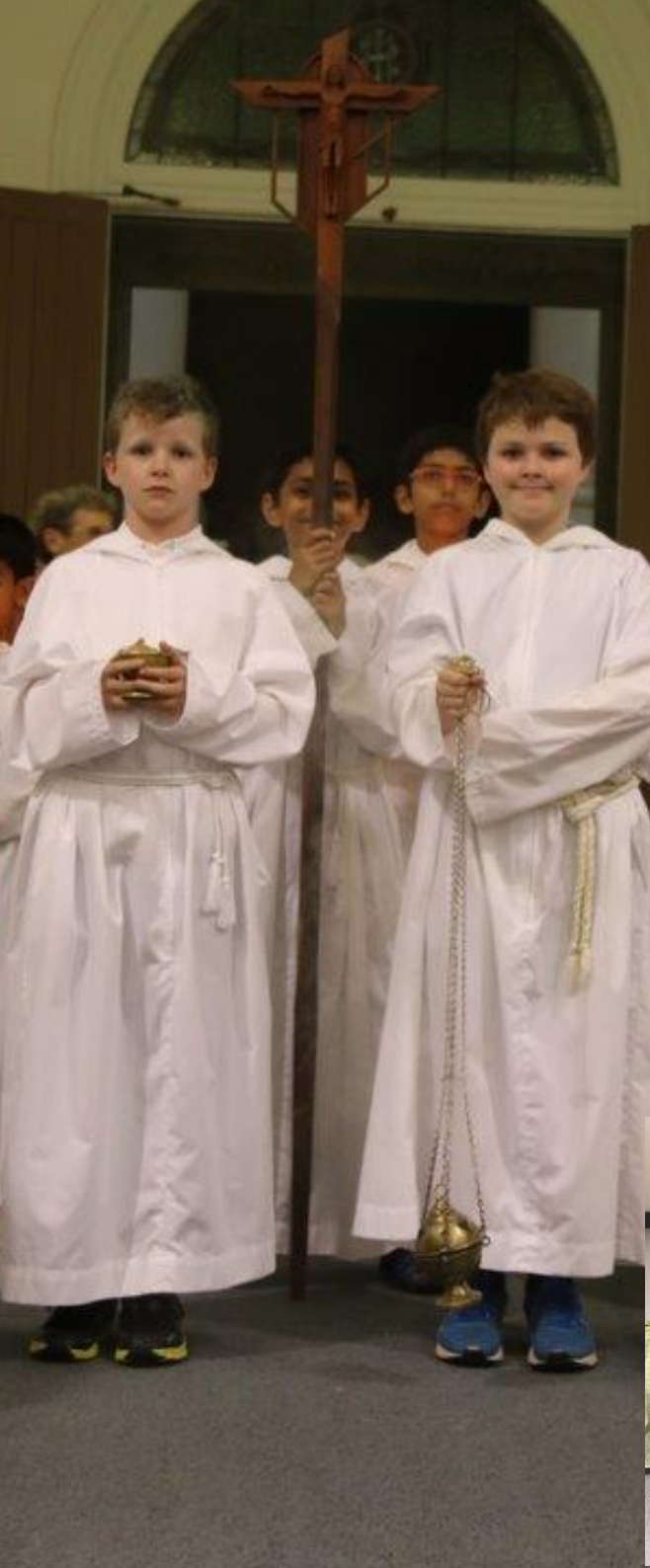
STEWARDSHIP

of Time and Talents

MINISTRY OPPORTUNITIES



Volume Two





MISSION STATEMENT

In relationship with Christ empowered by the Holy Spirit, we serve joyfully as a people beloved and called by God.

PASTORAL FOCUS

We are a stewardship parish gifted by God, grateful of heart, using our gifts and talents to serve.

STEWARDSHIP PRAYER

Heavenly Father we thank you
for the gifts you have given us.
You ask us to develop these gifts
and share them with others.

Help us also to recognise the gifts of others,
so that, together we may respond to the call of Jesus
to spread the Good News in our communities.
May your spirit of Love guide us on our journey.

Amen.

INTRODUCTION

Do you want to be part of a more active Church?

The Stewardship of Time and Talents resource is for everybody in the Catholic Parish of Bundaberg, young and old, to help you understand your gifts and calling to ministry. *Volume One: Discover my Gifts for Ministry* is about helping you understand and explore your gifts for ministry. *Volume Two: Ministry Opportunities* is about helping you understand what is entailed in the various ministries in the Church, and how they fit together within our Parish.

Identifying our Call to Ministry

To identify our call to ministry, we need first to understand the spiritual gifts that we have been given to help build up the Church as the Body of Christ. The first volume, *Discovering my Gifts for Ministry*, provides an inventory to help identify our spiritual gifts. It also provides a brief definition of the gifts and a quote from Scripture or Church teaching about the gift. This Volume Two: *Ministry Directory* offers more details on each of the ministries available in our Parish.

Interconnectedness of Ministries in the Church

Ministries reflect our call “to exercise the mission which God has entrusted the Church to fulfil in the world, in accord with the condition proper to each one” (Catechism of the Catholic Church #871). Ministries come out of the Church, therefore, and they do not operate in isolation. Our ministry is not so much about what we do or who we are, but how we are connected together in relationships of service. These relationships flow from God, through Christ in the Spirit, and continue outward to others in the Church and in the world – a movement that is celebrated in sacrament and liturgy. Further, as the Catechism notes:

“In virtue of their rebirth in Christ there exists among all the Christian faithful a true equality with regard to dignity and the activity whereby all cooperate in the building up of the Body of Christ in accord with each one’s own condition and function.” (#872)

Co-responsibility and Accountability

Through Baptism, each of us shares a responsibility for the Church's mission. Together with the priests, deacons and religious, all the lay faithful are co-responsible for the Church's being and acting in the world. Through the sacraments of Baptism and Confirmation and nourished in the Eucharist, we are sent into the world to proclaim the good news as *Bearers of Christ's Love*.

In light of such co-responsibility, we are all accountable to one another for the ministries and services that we undertake. This is why it is important that the community as a whole, through the ministry of the Parish Priest, discerns with each person their unique gifts and areas of ministry in which they might take part.

MINISTRY LISTING BY AREA

The following pages outline the broad ministry areas and individual ministries that may potentially exist within the parish.

This list is not exhaustive. It gives an indication of the variety of ministries that may exist. This listing is provided as a starting point for the parish in developing and supporting new and renewed models of ministry.

In considering the following material please remember that each ministry area and the individual ministries themselves are intimately linked with the other ministry areas, centred on Christ and find their source and completion in the Eucharistic celebration.

Each ministry identified below contains:

- The Spiritual Gifts of special significance to each ministry.
- A brief role description.

These gifts are explained and developed in *Volume One: Discovering My Gifts for Ministry*.

THE SPECIAL HOLY SPIRIT GIVEN GIFTS (TALENTS)

Administration

Artistry

Compassion

Discernment

Evangelisation

Generosity

Hospitality

Intercession

Knowledge

Leadership

Music - Instrumental

Music - Vocal

Pastoral Care

Service (Helps)

Skilled Craftsmanship

Teaching

Wisdom

Writing

LITURGY AND PRAYER

MASS MINISTRIES

Coordinator – Anne Sheehan 4151 6666

Altar Server

Spiritual Gifts may include: Artistry, Hospitality

Students who have received their First Holy Communion are able to serve at the altar. Training bi-monthly.

Altar Server Coordinator

Spiritual Gifts may include: Administration, Hospitality, Leadership, Service (Helps), Teaching.

A new ministry that gathers the altar servers for training and rostering.

Children's Christmas Mass Helpers

Spiritual Gifts may include: Artistry, Service (Helps), Skilled Craftsmanship

This Mass, celebrated on Christmas Eve, requires additional preparation, including rehearsals with children prior to the Mass. Help is needed with costumes, music, liturgy preparation, rehearsals.

Children's Liturgy Assistant

Spiritual Gifts may include: Hospitality, Artistry, Evangelisation

A second supportive adult presence during Children's Liturgy is required with no active participation.

Children's Liturgy Leader

Spiritual Gifts may include: Discernment, Leadership, Intercession, Evangelisation, Hospitality, Teaching

Children's Liturgy of the Word is a time of prayer for young children (Prep and older) during a weekend Mass. Leaders lead the children in a simplified Liturgy of the Word in a place other than the church. Age-appropriate material is provided.

Church Piety Store Assistant

Spiritual Gifts may include: Service, Hospitality

At St Mary's and Holy Rosary Churches, people are required to maintain and sell goods before and after each Sunday Mass.

Collector of Monetary Gifts

Spiritual Gifts may include: Administration, Service, Hospitality

A task of supervising the collection boxes, their movement through the pews, and delivering the collection to the gift bearers.

Environment and Art Minister

Spiritual Gifts may include: Artistry, Skilled Craftsmanship

Creating a sacred space through the use of flowers, banners, art and symbols assists us in prayer. Knowledge of the Church's liturgical years assists these ministers to create this sacred space.

Extraordinary Minister of Holy Communion

Spiritual Gifts may include: Hospitality, Service

Ministers of Communion assist by distributing Holy Communion at Mass or Liturgies of the Word and Communion.

Gift Bearer

Spiritual Gifts may include: Hospitality, Service

Involves helping to prepare for the Liturgy of Eucharist by bringing the community's gifts of bread, wine and money forward.

Greeter at Church door/s

Spiritual Gifts may include: Hospitality, Service

Hands out bulletins and greets parishioners as they arrive.

Hospitality Minister – For each section of the Church.

Spiritual Gifts may include: Hospitality, Discernment

Recognises and greets by name the people in a small section of the gathered assembly – building a warm and welcoming community that recognises and welcomes visitors and newcomers.

Liturgy Preparation Team Member

Spiritual Gifts may include: Administration, Artistry, Wisdom, Knowledge, Leadership

This group prepares Sunday and special occasion liturgies, and identifies the liturgical needs of the parish. Meets on the first Thursday of the month.

Mass Assistant

Spiritual Gifts may include: Hospitality, Artistry, Discernment

Primarily at Sunday Eucharist, welcomes the Assembly to the celebration, and assists the Presider where necessary. Presides at Sunday or weekday Liturgies of Word and Communion in the absence of a priest.

Minister of The Word

Spiritual Gifts may include: Artistry, Hospitality

Ministers of the Word (Readers) boldly and effectively proclaim the first or second scripture reading at the Mass they attend.

Musician and Singer

Spiritual Gifts may include: Artistry, Hospitality, Music

The Church's liturgies and our prayers or praise are enhanced by music. Practice for all ministers on the first Saturday of the month.

PowerPoint / Data Projector Operator

Spiritual Gifts may include: Artistry, Skilled Craftsmanship

A new ministry responsible for the preparation and orderly operation of computer and audio-visual equipment to display the melody and texts of songs, and to synchronise the playing of DVD's during the liturgy when necessary.

Sacristan

Spiritual Gifts may include: Administration, Artistry, Hospitality, Service

Sets up before the liturgy, every Sunday and weekday Mass, by ensuring all sacred vessels, Lectionary, elements of bread and wine etc., are ready for the celebration. Ensures all is put away after Mass.

SACRAMENTAL MINISTERIS

Coordinator – Anne Sheehan 4151 6666

Baptism Administrative Assistant

Spiritual Gifts may include: Administration, Hospitality, Knowledge

Welcomes and assists parents at the baptism preparation session with information and resources.

Baptism Liturgy Assistant

Spiritual Gifts may include: Hospitality, Service

Baptisms of Infants are celebrated after Mass on particular Sundays of the month. Baptism Liturgy Assistants prepares the space for baptism, welcomes families and assists the priest on a rostered basis.

Baptism Preparation Catechist

Spiritual Gifts may include: Teaching, Evangelisation, Leadership, Knowledge, Administration

Leads a preparation session with a group of parents who have asked to have their child/ren baptized. Preparation sessions are held on the 1st Sunday of the month.

Marriage Formation Couples

Spiritual Gifts may include: Administration, Hospitality, Teaching, Leadership, Evangelisation

A new ministry working collaboratively with the priest to prepare couples for marriage and supports newly married couples.

Post Baptismal Support Member

Spiritual Gifts may include: Administration, Hospitality, Evangelisation, Discernment

A new ministry working with the Baptism Team to offer support to families after the baptism.

Sacramental Preparation Team (primary & secondary students)

Spiritual Gifts may include: Artistry, Knowledge, Wisdom, Administration, Teaching, Evangelisation

The Team consists of catechists and assistants who are responsible for preparing students to celebrate the sacraments of Penance (Reconciliation), Confirmation and Eucharist. Planning meetings are held before the beginning of each program.

RITE OF CHRISTIAN INITIATION OF ADULTS (R.C.I.A) MINISTERIES

Coordinator – Anne Sheehan 4151 6666

R.C.I.A. is the process for those interested in the Catholic faith or discerning an interest in the Catholic Church. The R.C.I.A. Team needs people willing to welcome people inquiring about the Catholic faith, and plan ways of organising and implementing the process in the parish.

R.C.I.A. Catechist

Spiritual Gifts may include: Hospitality, Leadership, Teaching, Knowledge, Wisdom, Discernment, Intercession, Administration

The R.C.I.A. Catechist leads the catechetical sessions of each stage of the process.

R.C.I.A. Prayer Partner

Spiritual Gifts may include: Intercession

Those preparing for initiation into our faith need our prayers. Your prayers are needed. You may wish to pray for a particular catechumen or candidate.

R.C.I.A. Sponsor

Spiritual Gifts may include: Intercession, Compassion

The R.C.I.A. sponsor journeys with the catechumen or candidate and accompanies him/her to each catechetical session.

PRAYER GROUPS

Contact – Parish Office 4151 6666

Our parish has many opportunities for group prayer including:

- **Cenacle**
- **Christian Meditation**
- **Christian Unity**
- **Divine Mercy Chaplet**
- **Ecumenical Order of St Francis**
- **El Shaddai**
- **Housebound**
- **Indian Community**
- **menALIVE Scripture Group**
- **Mother's Prayer Group**
- **Novena to Mother of Perpetual Help**
- **Personal Prayer**
- **Rosary**
- **Schools**
- **Stations of the Cross**
- **United Hearts Charismatic**

Using our Spiritual Gift of Prayer we are able to pray for the needs of our parish, our country and, indeed the world. Regular prayer opportunities are found in the parish bulletin, or by contacting the Parish Office.

PASTORAL CARE

BEREAVEMENT MINISTRIES

Coordinator – Denise Tuzes 4151 6666

Funeral Assistant

Spiritual Gifts may include: Compassion, Pastoral Care, Wisdom, Knowledge

Meets with the family members to prepare the funeral liturgy and assist the Presider during its celebration.

Funeral Sacristan

Spiritual Gifts may include: Compassion, Pastoral Care, Service

Sets up for Funeral Service and ensures all is put away after the funeral.

Post Funeral Refreshments Team Member

Spiritual Gifts may include: Hospitality, Compassion, Service

A way of supporting some families on the day of the funeral.

Post Funeral Visitation Team Member

Spiritual Gifts may include: Compassion, Pastoral Care, Intercession

People exercising this ministry contacts the family after a funeral to provide ongoing support where needed, and assist in the organisation and presentation of the two memorial services held each year.

VISITATION MINISTERIES

Coordinator – Denise Tuzes 4151 6666

Aged-Care Facility Pastoral Visitor

Spiritual Gifts may include: Intercession, Generosity, Pastoral Care, Compassion

The Pastoral Visitors take communion to the residents; celebrates Anointing and Anointing Masses with them; pray with them; link them to the wider faith community.

Minister of Holy Communion to the Housebound & Hospitals

Spiritual Gifts may include: Compassion, Intercession, Discernment, Generosity, Pastoral Care

This ministry links the housebound with the celebrating community through the Sacrament of Christ's Real Presence.

Visitor to the Housebound

Spiritual Gifts may include: Compassion, Intercession, Discernment, Generosity, Pastoral Care
A necessary ministry with an increasing number of housebound people needing to maintain contact with the church community through regular visitation.

HOSPITALITY

Coordinator – Denise Tuzes 4151 6666

After Mass Hospitality Helper

Spiritual Gifts may include: Leadership, Hospitality, Service

Sets up tables, organises and prepares before Mass and welcomes the attendees after Mass.

Church Noticeboard Caretaker

Spiritual Gifts may include: Leadership, Hospitality, Service

The entrance and gathering space of our home makes an impression on visitors. So too does our churches. Regular updating of news and information on noticeboards, keeping them visually attractive and tidy are small signs of welcome to the visitor or newcomer.

New Parishioners Welcome

Spiritual Gifts may include: Leadership, Compassion, Hospitality, Service

To welcome each new member of our parish, offer information and support.

Social Events Helper

Spiritual Gifts may include: Leadership, Hospitality, Service

On these occasions many hands make light work. Tasks include setting up chairs and tables; catering and serving.

ADULT FORMATION AND EDUCATION

Coordinator – Parish Office 4151 6666

Adult Faith Formation Team Member

Spiritual Gifts may include: Administration, Discernment, Evangelisation, Hospitality, Knowledge, Leadership, Service, Teaching, Wisdom, Writing

Organises and coordinates Adult Faith activities in collaboration with Pastoral Team and Liturgical Cycle e.g., Theology studies, retreats, visiting speakers, eConferences etc.

Catechesis of The Good Shepherd Assistant

Spiritual Gifts may include: Artistry, Compassion, Evangelisation, Generosity, Hospitality, Intercession, Service, Teaching

Catechesis of the Good Shepherd is a faith programme for children between the ages of 3 and 12 years. The central aim of this programme is to help nurture and strengthen the relationship between God and child.

Ecumenical Group Member

Spiritual Gifts may include: Evangelisation, Hospitality, Intercession,

Faith sharing opportunities with other Christian denominations as recommended by Vatican II.

Indian Community Catechesis

Spiritual Gifts may include: Administration, Discernment, Hospitality, Knowledge, Leadership, Wisdom

A new ministry for the Indian Community in which children are gathered for religious instruction in an age-appropriate format. Held each week after mass at St Mary's.

Justice and Sustainability

Spiritual Gifts may include: Administration, Discernment, Hospitality, Knowledge, Leadership, Wisdom, Writing

Sharing faith and knowledge of Catholic Social Teaching and reflecting these values in our actions (to address local issues).

Lenten Program Leader

Spiritual Gifts may include: Administration, Evangelisation, Hospitality, Intercession, Knowledge, Leadership, Teaching

Host and lead a small group through the Lenten reflection and discussion programme.

menALIVE Member

Contact Jo McCorley 0418 727 845

Spiritual Gifts may include: Compassion, Evangelisation, Hospitality, Intercession, Pastoral Care, Service

Jesus says “I have come to give you life and life to the full.” (John 10:10)

The purpose of menALIVE is to bring men together, to renew their faith in God, and to encourage them to become an active force in our Church Parish.

Parish Book Club Member

Spiritual Gifts may include: Hospitality, Intercession, Wisdom

Meets to pray, socialise and discuss books relevant to faith formation and spirituality.

R.I. Catechist (State School)

Spiritual Gifts may include: Administration, Compassion, Evangelisation, Hospitality, Intercession, Knowledge, Service, Teaching, Wisdom,

Lessons are ½ hour once a week. Resources and in-servicing provided.

Catholic Schools Support

Spiritual Gifts may include: Administration, Hospitality, Intercession

For more information on how you can become involved in your local catholic school please contact the Principal:

Shalom Catholic College – Mr Dan McMahon 41 558 111

St Joseph's – Mrs Kaye Beston 41 514 771

St Mary's – Ms Madonna Davitt 41 522 167

St Patrick's – Mr Mark Fox 41 521 380

ADMINISTRATION, FINANCE AND MAINTENANCE

Coordinator – Parish Office 4151 6666

Bulletin Folder

Spiritual Gifts may include: Artistry, Service

Bulletins are folded every Friday, 8.30am, at the Parish Office

Christian Gift & Bookstore Assistant

Spiritual Gifts may include: Administration, Service

Required to maintain, serve and sell books and gifts during the weekday hours.

Christmas Magazine Editorial Team Member

Spiritual Gifts may include: Administration, Artistry, Writing

Creates the annual parish magazine highlighting events, groups and achievements of the Parish.

Church Cleaner

Spiritual Gifts may include: Service

Working in teams, volunteers are needed for Holy Rosary, St Mary's and St James. Holy Rosary cleaners operate every Friday from 7am – one group. St Mary's and St James have a roster.

Church Linen Washer

Spiritual Gifts may include: Service, Skilled Craftsmanship

Washing the linen articles at the altar – purifiers, corporals, hand towels and sundries. Includes small repairs as needed.

Garden Group Member

Spiritual Gifts may include: Skilled Craftsmanship, Service (Helps)

A new ministry, looking to gather like-minded people to revitalise the gardens and grounds of the various churches.

Handyperson

Spiritual Gifts may include: Skilled Craftsmanship, Service (Helps)

It's handy to have someone to call on for those small repair jobs or carpentry projects that sometimes arise.

Monetary Gift Counter

Spiritual Gifts may include: Administration, Service

Monetary offerings are counted each week at the Parish Office.

Parish Office Support

Spiritual Gifts may include: Administration, Hospitality

Maintain parish registers, fold and envelope large mail-outs and other delegated tasks.

Parish Photographer

Spiritual Gifts may include: Administration, Artistry

Contribute to the record-keeping of our parish's liturgical and social life. Photos are needed to accompany articles for monthly Diocesan newsletter, the parish website and Christmas magazine.

Sewing

Spiritual Gifts may include: Service, Skilled Craftsmanship

Sewing banners, altar cloths, baptismal garments for adults, altar server albs and simple repairs etc.

Stewardship Council Member

Spiritual Gifts may include: Administration, Discernment, Evangelisation, Hospitality, Intercession, Knowledge, Leadership, Service, Wisdom

Members are nominated by the faith community to serve as a representative on the Stewardship Council.

Stewardship Renewal Volunteer

Spiritual Gifts may include: Administration, Discernment, Hospitality, Service,

A new ministry to carry out or delegate tasks relating to the Stewardship Renewal program of the parish.

OUTREACH

Bethlehem Live

Spiritual Gifts may include: Administration, Artistry, Evangelisation, Hospitality, Intercession, Knowledge, Leadership, Music – Instrumental, Music – Vocal, Pastoral Care, Service, Skilled Craftsmanship, Teaching

Assists in the organisation of the team from the parish who participate in the Bethlehem Live display.

Blanket Buddies Member

Contact Noreen Plath 4155 1399

Spiritual Gifts may include: Hospitality, Skilled Craftsmanship, Service (Helps)

Crocheting blankets or donations of wool or cash for various charitable causes.

Meet every Wednesday 10.00am to 12noon, Novakoski Centre.

Carinity Aged Care (Kepnock Grove) Auxiliary Member

Contact Beryl Plath 4152 2538

Spiritual Gifts may include: Generosity, Service (Helps)

Supports the residents fundraising to buy equipment that will enhance the residents' lifestyle. Meets every second Friday of the month at 1.30pm.

Catholic Women's League of Australia Member

Contact Maureen Ewing 4152 1263

Spiritual Gifts may include: Compassion, Generosity, Hospitality, Intercession, Pastoral Care, Service

For women of all ages; mission to promote Catholic unity for women and to support the Church and other charitable organisations. Meets first Tuesday of the month.

CWL Younger Set

Contact Maureen Ewing 4152 1263

Spiritual Gifts may include: Hospitality

A social gathering which meets regularly at Sambrosa Restaurant 6.00pm.

Centacare Support

Telephone 1300 523 985

Spiritual Gifts may include: Hospitality, Compassion, Pastoral Care, Service (Helps)

Provide support to aged people and those with a disability.

Dementia Support

Spiritual Gifts may include: Compassion, Hospitality, Intercession, Pastoral Care, Service

A new ministry to provide support to people with dementia and/or their family and carers.

Driver to Mass

Spiritual Gifts may include: Compassion, Hospitality, Service

Assist someone who needs a lift to Mass and help them feel part of the faith community.

Oz care Support

Spiritual Gifts may include: Administration, Compassion, Hospitality, Pastoral Care, Service (Helps)

Support for their community care work.

Pageant of Lights

Spiritual Gifts may include: Administration, Artistry, Evangelisation, Generosity, Hospitality, Service (Helps), Skilled Craftsmanship

Assists in the organisation of the team from the parish to take part in the pre-Christmas Pageant of Lights parade.

Passionist Family Group Member

Contact Helen Mackie 0401 243 484

Spiritual Gifts may include: Hospitality, Service

A great way of meeting people and offering support in a purely social setting. Includes families, couples and singles. Three groups, meeting monthly.

Relay for Life

Spiritual Gifts may include: Artistry, Hospitality, Knowledge, Service, Skilled Craftsmanship
Assists in the organisation of teams from the Parish for this annual community event, raising funds for cancer research.

St Vincent de Paul Member

Contact Dennis Beckton or Owen Thompson 4151 5455

Spiritual Gifts may include: Administration, Compassion, Evangelisation, Hospitality, Pastoral Care, Service

One conference is held in the parish where volunteers can work to offer a ‘hand-up’ to people in need.

St Vincent de Paul Shop Volunteer

Contact 4151 5455

Spiritual Gifts may include: Administration, Compassion, Evangelisation, Hospitality, Pastoral Care, Service

Two shops in Bundaberg and one in Bargara service the needs of those less fortunate. Either working in the shops, warehouse or office support.

YOUTH

Coordinator - Parish Office 4151 6666

Youth Ministry Team Member

Spiritual Gifts may include: Administration, Artistry, Evangelisation, Hospitality, Intercession, Knowledge, Service

Organise and assist the leader in establishing a youth ministry, grades 5-12 (10-17 years of age).

Echo Junior Yrs 5 – 9

Spiritual Gifts may include: Administration, Artistry, Evangelisation, Hospitality, Intercession, Knowledge, Leadership, Service, Teaching, Wisdom

All students in Yrs 5 – 9 are welcome to attend. Currently being held in the Youth Centre, Sundays during school terms 3.30pm – 5.00pm.

Echo Junior Yrs 10-12

Spiritual Gifts may include: Administration, Artistry, Evangelisation, Hospitality, Intercession, Knowledge, Leadership, Service, Teaching, Wisdom

All students in Yrs 10 – 12 are welcome to attend. Currently being held in the Youth Centre following the 5.30pm Mass.

Musician/Singer – Youth Band

Spiritual Gifts may include: Leadership, Music – Instrumental, Music – Vocal, Service

The Youth Band plays for the Holy Rosary 5.30pm Mass on the second Sunday of the month. Attendance at weekly rehearsals is necessary. Music can help shape the liturgy and can express our prayers of praise. All instrumentalists are most welcome.

Young Adult Group Member (up to 25)

Spiritual Gifts may include: Evangelisation, Hospitality, Intercession, Knowledge, Leadership, Wisdom

All post-school young adults are able to be involved. Together we share ideas on current issues in society, Church, or family life. Social activities are regularly organised.

ACKNOWLEDGEMENTS

We thank the Catholic Diocese of Wollongong who gave us permission to utilise the structure for the text of the document.

We would like to acknowledge and thank all those who have participated in reviewing and testing the material.



**Our Church locations within
The Catholic Parish of Bundaberg:**

**Holy Rosary Church
Corner Barolin and Woongarra Streets**

**St James' Church
38 See Street Bargara**

**St Mary's Church
Corner Barolin and Boston Streets**

**St Patrick's Church
16 Powers Street**



**Office hours 8.30am – 3.30pm Monday to Friday
Rossolini Place Level 1/66 Woongarra Street
PO Box 79 Bundaberg Queensland 4670**

**Telephone 07 4151 6666 Facsimile 07 4153 3102
Email bundaberg@rok.catholic.net.au
Website www.bundabergcatholic.net.au**