

LEADERSHIP COUNCILS

MINISTRY	DESCRIPTION	SCHEDULE	CONTACT
Pastoral Council	Sets overall Parish goals and strategies and advises on pastoral issues.	Monthly evening meetings on the third Monday of each month plus special projects	Chris Cairns 268-7130 cairns7@pacbell.net
Shared Ministries Council	Provides coordination and support for all parish ministries.	Monthly evening meeting on the third Wednesday of each month.	
Stewardship Council	Educate parishioners in the meaning of stewardship as a way of life. Lead Fall Stewardship Campaign and the Annual Diocesan Appeal.	One Meeting per month on the 2nd Wednesday of each month.	Steve Baroni 535-8007 smbaroni@comcast.net
Finance Council	Assist Finance Chair to prepare financial statements and annual budget. Oversee fundraising and coordinate Annual Diocesan Appeal. Chairperson.	1-2 meetings per month plus other special projects	Richard Harbrecht 265-1743 rickharbrecht@yahoo.com

OTHER MINISTRIES

Facilities Committee	Participate in or lead occasional work parties to maintain and improve facilities.	2-4 hours every 3 months	Frank Mosebar 268-6481 golfermeister@sbcglobal.net
Building and Grounds	Develop and implement plans for maintenance and renovation of all parish buildings and grounds.	As needed	Carol Mahoney 887-5104 cmahoney@holyspiritchurch.org
Communications Committee			Penny Warne 997-5108 pwarne@holyspiritchurch.org
Office Volunteering	Answer phones, direct calls, clerical work	As needed	Leah Harris 997-5110 lharris@holyspiritchurch.org

Dear Friends,

As Jesus prepared to ascend to his Father in heaven, he left his apostles with a straightforward mission:

“Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age.”

This is still our mission today and living this mission is extraordinarily challenging in our secular world. As disciples, we are called to respond. This response is called Stewardship.

Stewardship is a deliberate and conscious effort to see and acknowledge that every good thing comes from God; that we are entrusted to use all these things wisely and with great care, and to give them back to God with increase. Our challenge, as good stewards, is to discover our gifts and strengths; then to give generously of our time, talent and treasure out of love for God. Stewardship is the way we choose to live our lives as disciples.

This brochure will provide you with the tools to continue living your discipleship out loud. We must truly understand our mission and how our gifts enable us to bring the kingdom of God to our community and to our world.

God bless,



Fr. Brendan

“Preach the Gospel at all times and when necessary use words.”

-St. Francis of Assisi

WHAT IS STEWARDSHIP?

- Stewardship is a way of life that is deeply rooted in the person of Jesus Christ.
- Stewardship is living life God-centered rather than self-centered.
- Stewardship is recognizing that everything we have is a gift from God.
- Stewardship is giving back out of love and in thanksgiving a portion of every gift that has been given to us.
- Stewardship recognizes that someday God will ask each of us what we did with all of his varied gifts.
- Stewardship is a renewed attitude of mind and heart.
- Stewardship is life altering and its rewards last an eternity.

WHY STEWARDSHIP?

- To give meaning and purpose to our lives
- To live the baptismal promise of “living for Christ”
- To build up and renew Christ’s Church
- To lead people to share in the mission of the Church
- To promote everyone’s responsibility for the Church
- To provide opportunities for us to use our own God given talents

*“For everything is from you, and we only give you what we have received from you. “
-1 Chronicles 29: 14*

COMMUNITY BUILDING

MINISTRY	DESCRIPTION	SCHEDULE	CONTACT
Community Building Committee	Plans and hosts social events for the Parish.	Varies	Carrie Rangel 268-8551 rangele@comcast.net
Crab Feed	Plans, organizes and coordinates with Holy Spirit School in hosting annual Crab Feed.	Usually in January with lead prep time as required.	Carrie Rangel 268-8551 rangele@comcast.net
Parish Picnic Committee	Plans, organizes and facilitates all aspects of annual Parish Picnic.	Usually in May with lead prep time as required.	Carrie Rangel 268-8551 rangele@comcast.net
New Parishioners Welcoming Committee	Plans and hosts welcome coffees for New Parishioners.	Events happen every 2 months. Preparation time varies	Arlene Shaughnessy 268-8568 arleneshaughnessy@sbcglobal.net AND Jan Brock 440-1140
Hospitality Sunday (Holy Donuts)	Purchase and serve donuts after Sunday Masses.	After Masses 3 rd Sunday of the month	Xochitl Curiel-Castillo 238-1117 xochitlccastillo@Yahoo.com
Holy Spirit Playgroup Coordinator	Coordinates the parish playgroup for families with children newborn to ages 5 (older siblings are always welcome to functions).	Meets once a week on Wednesdays. Mom’s night out once a month.	Kylie Hall 963-8568 smilelykyliejo@yahoo.com
Advent Wreath Event Committee	Organizes and plans Advent wreath event for the Parish.	First Sunday of Advent. About 5 hours on the day of the event plus prep time before event	Carrie Rangel 268-8551 rangele@comcast.net
Golden Spirits Committee	Coordinates and assists with social events for senior parishioners 50+.	Varies	Ann and Dick Kohl 268-0428 dakohl@pacbell.net
Scrapbook Night Coordinator	Organizes and plans scrapbook nights for crafting and fellowship for the Parish..	Monthly, reserving dates and arranging for Parish Hall set-up	Anne Jablonski 674-7970 anne.jablonski@ey.com

SOCIAL MINISTRIES

MINISTRY	DESCRIPTION	SCHEDULE	CONTACT
Social Ministries Committee	This committee is responsible for pursuing justice and peace for all through prayer, study and action. Fostering advocacy for those who do not have a voice is a key objective.	Meeting held on the second Thursday of the month at 7:30pm	Mike Ferrero 997-3165 mferrero9@yahoo.com
R.O.P.E. (Reach Out to People Everywhere) / Skip-A-Meal	Provides money and goods to needy people. Reviews applications from parishioners and organizations, selecting those to be recipients of the monthly Outreach collection.	2 hours per month	Pat Sterner 997-3926 billpat52@comcast.net
Local Outreach Programs	Provides opportunities for the community to share with those in need. Programs include Open Your Hearts, Advent Angels, Gently-Used Costume Collection and VBS Outreach Program. These collections usually coordinate with holiday periods. Volunteer requirements vary per project.	Hours vary for collection, sorting and distribution of collected items as well as creation of flyers, angels, hearts, etc. for promotion of each project.	Michele O'Neil 997-2240 miconeil@comcast.net
Cold Weather Shelter	Shop, cook and serve at a local shelter on a one time basis	1-3 hours	James Welsh 251-6382 wpalm7tree@aol.com
Layette Program	Prepare layettes for needy families at request of Public Health Nurses or Catholic Social Services	Varies—meet first Monday of each month after 8:30 Mass	Roberta Zoller 268-7918 razmataz1@comcast.net
Sacred Heart Nativity Schools Tutoring	Tutor at risk middle school boys and girls in grades 6-8 on site at the school. No Spanish language requirement.	Mondays from 4-6 p.m. Choose weekly, bi-weekly or monthly.	Michelle Hansen 313-9849 michhansen@aol.com
Sacred Heart Community Service—Continuing Ministry	Opportunities for volunteers to work half days at Sacred Heart Community Center with other parishioners	Hours vary depending on day of week. Monthly, semi-monthly or weekly shifts.	Jack Burke 997-3913 jacklore@sbcglobal.net
Sacred Heart Community Service—Joblink	Self sufficiency program to assist SHCS customers with finding jobs, preparing resumes, interview prep, internet search, v.m., email, phone.	Mon.-Wed. 9-4 Thurs. 9-2 Experience preferred.	Dave Zenk 997-0766 davezenk@sbcglobal.net
Sacred Heart Community Service—Gleaning Program	Pick up food and beverage from various supermarkets, bakers, etc. and distribute same.	Mondays and Fridays 6:30 a.m. to 9:30 a.m. once a month	Joe Marty 268-9755 jfmarty@sbcglobal.net

STEPS ON THE JOURNEY OF STEWARDSHIP

- Recognize our gifts from God
- Receive God's gifts gratefully
- Cherish and tend to God's gifts responsibly
- Share God's gifts with others out of justice and love
- Return the gifts to God with increase

WHERE DO WE START?

Prayer and reflection on life's journey each day (10 minutes of daily prayer)
 Be grateful to God for the gift of life itself (say thank you to God)
 Seek His guidance and wisdom (listen to God speak to us)
 Seek His mercy and comfort (seek forgiveness from God, and forgive others)
 Realize that all we do is for the greater glory of God (return to prayer)

WHAT ARE OUR GIFTS?

Our gifts are blessings that each of us has received from a loving Creator who values the diversity and abundant variety of all creation. Some of our gifts are talents and some of our gifts are treasure. We are called to recognize all of our gifts – talent and treasure – and then decide how best to use them for the common good and for God's will.

HOW DO WE BEST USE OUR GIFTS?

Time is one of the most precious gifts we have. How we spend our time is one of the most important indications of what is important in our lives. Your time is your gift to share. How will you share your time for the common good?

"Pray without ceasing. In all circumstances give thanks..."

-1 Thessalonians 5:17

MY PERSONAL COMMITMENT OF TIME, TALENT, AND TREASURE:

(Use these questions for personal reflection on where you feel gifted and called to serve.)

Which of my talents will I commit to share with others?

How much time can I commit to give to our community of faith?

How much of my treasure will I commit to our local Church?



Consider this: whoever sows sparingly will also reap sparingly, and whoever sows bountifully will also reap bountifully. Each must do as already determined, without sadness or compulsion, for God loves a cheerful giver.

2 Corinthians 9:6-7

LITURGICAL CONTINUED

MINISTRY	DESCRIPTION	SCHEDULE	CONTACT
Bread Bakers	Bake altar bread. Training provided.	2 -3 times per year	Vani Aboud 927-5437 vaboud@yahoo.com
Altar Linens	Wash and iron purificators and altar linens. Training provided.	As needed	Cassie Olson 997-7646 cassie_1946@yahoo.com

YOUTH FAITH DEVELOPMENT

 Grades 7-8 Core Team	Works closely with Youth Minister in planning Edge Nights and social events. Core Team open to adults and high school teens. School parents may obtain service-hours for their year of commitment..	Meets every other Wednesday evening from 7:00-8:30pm.	Steve Do 997-5106 sdo@holyspiritchurch.org
Grades 7-8 EDGE Support Team	For parents and adults who have a desire to serve the youth, there are a variety of ways to contribute such as administrative support, event planning, fundraisers, etc.	As needed	Steve Do 997-5106 sdo@holyspiritchurch.org
 High School Youth Core Team	Works closely with Youth Minister to plan and implement 3sixty nights, events, service projects, retreats, etc. Participate in local training opportunities.	Core Team Meetings Tuesdays, from 7:00-8:30 pm 3sixty meetings Sundays from 7:15-9:00pm Additional prep time as required.	Steve Do 997-5106 sdo@holyspiritchurch.org
High School 3sixty Support Team	For parents and adults who have a desire to serve the youth, there are a variety of ways to contribute such as administrative support, event planning, fundraisers, just to name a few.	As needed	Steve Do 997-5106 sdo@holyspiritchurch.org

LITURGICAL

MINISTRY	DESCRIPTION	SCHEDULE	CONTACT
Liturgy Ministry Committee	Coordinate all liturgical functions.	1 meeting per month	Cindy Shaw 268-8393 cindyshaw@mindspring.com
Liturgical Prayer Coordination	Provide preparation for Liturgies including penitential invocations and prayers of the faithful	Meets as small teams monthly to prepare liturgies	Fr. Andrew Nguyen 997-5107 anguyen@holyspiritchurch.org
Altar Server	Assist presider during Mass. Age 10+	1-2 Masses every 4-5 weeks	John DeRusso 440-2384 jderusso4servers@yahoo.com
Art and Environment	Create a visually prayerful environment for worship. Ability to use flowers and material creatively.	Variable depending on season	Nancy Wong 927-5097 liushome@hotmail.com
Eucharistic Ministers (EMOE)	Assist with distribution of Holy Eucharist	1 training session plus 2 Masses per month	Laura Smith 268-4277 sargi8@sbcglobal.net
Lectors	Lectors proclaim Sunday Scriptures. Volunteer should be able to speak clearly and prayerfully.	1 training and 1-2 Masses per month	Cindy Shaw 268-8393 cindyshaw@mindspring.com
Ushers	Welcome the community to liturgies, take collections, hand out bulletins.	One training and 1-2 Masses per month	Fred Balanay 394-8312 fbalanay@earthlink.net
Music/Choir	Provide music through voice or instrument.	3-4 hours per week including one Sunday Mass per week	Megan Gluhan 997-5121 mgluhan@holyspiritchurch.org

ADULT FAITH DEVELOPMENT

MINISTRY	DESCRIPTION	SCHEDULE	CONTACT
Education Advisory Committee	Acts as an advisory board for the faith formation program and process with the parish.	Varies	Malia Beaulieu 997-6419 malia.beaulieu@gmail.com
Scripture Study Facilitator	Facilitates small group scripture study and explores the Word.	Morning and evening sessions meet weekly.	Mary Kane 997-6986 maryk5@pacbell.net
Small Christian Community (SCC) Coordinator	Coordinates groups of parishioners who gather together to break open the Word and share their faith on a regular schedule.	Meets as required	Linda Cunha-Ricchio 997-5112 lricchio@holyspiritchurch.org
RCIA Team Member	Supports Coordinator with weekly sessions, retreats and Liturgy plans. Participates/leads group discussions with RCIA participants and attends major liturgies.	6-8 monthly planning meetings a year plus attending some weekly sessions with RCIA participants and major liturgies	Linda Cunha-Ricchio 997-5112 lricchio@holyspiritchurch.org
RCIA Sponsor	Be a faith companion to an RCIA Candidate. Participate in special liturgies.	Meetings once a week from September - May plus two Saturday retreats and major RCIA liturgies.	Jane Thompson 268-8563 janelangdon@gmail.com
RCIA Dismissal Leader	Lead participants in discussion after dismissal from 9:30am Mass to reflect on the gospel message.	1 or 2 times from November - Easter.	Mary Ann Smith 997-0860 msmith@avac.us

CHILDREN'S FAITH DEVELOPMENT


MINISTRY	DESCRIPTION	SCHEDULE	CONTACT
Early Childhood Education-ECE Teacher (3-5 years old)	Teach classes during the Sunday 9:30 Masses.	6-8 times per year from October to April	Jennine Inghram 997-5113 jingham@dsj.org
Liturgy of the Word for Children-CLOW	Share the Sunday readings with children in grades 1-6 during 5:00pm, 9:30 & 11:30am Masses.	One weekend Mass once a month	Katie Metzger 997-5115 kmetzger@holyspiritchurch.org
Elementary Catechist (Grades 1-5)	Teach classes about 1 1/2 hours per week.	Tuesday (4:00-5:15pm) Sunday (10:30-11:30am) October to May	Linda Cunha-Ricchio 997-5112 lricchio@holyspiritchurch.org
Grade 6	Teach 2 times per month.	Thursday evening 6:45-8:00pm September to May	Linda Cunha-Ricchio 997-5112 lricchio@holyspiritchurch.org
Vacation Bible School-VBS	Teach or aide in fun summer camp for children.	One week in June. Hourly, daily and weekly volunteer opportunities.	Elisa Baroni 268-1656 elisabaroni@comcast.net

Each of the above ministries anticipates time for preparation

PARISH NURSERY

Parish Nursery-9:30 Mass	Childcare for parishioners' children during the 9:30am Sunday Mass	1 ½ hours about 4 times per year	Carin Santikul 226-4873 carin.santikul@sbcglobal.net
Catechist Childcare	Childcare for Catechist's children during Tuesday class 4-5:15pm	1 ½ hours	Katie Metzger 997-5115 kmetzger@holyspiritchurch.org

SACRAMENTAL PREPARATION

MINISTRY	DESCRIPTION	SCHEDULE	CONTACT
Baptism Preparation	Facilitate and prepare 1 session for the parents of infants. Assist at monthly Baptisms	Approximately 4 meetings a year	Fr. Andrew Nguyen 997-5107 anguyen@holyspiritchurch.org
RCIA/ Children, Youth and Adults	Work with adults and children who are preparing to receive the Sacraments of Initiation.	5 meetings per year Weekly meetings with children	Linda Cunha-Ricchio 997-5112 lricchio@holyspiritchurch.org
1st Eucharist and Reconciliation Preparation Program	Assist with children's workshops and celebrations.	1 Sunday afternoon per month from November through May (1:00-3:00pm).	Katie Metzger 997-5115 kmetzger@holyspiritchurch.org
 Youth Confirmation	For adults and high school teens who have received their Confirmation and would like to mentor youth candidates as they prepare for receiving the Sacrament.	3-5 hours monthly	Steve Do 997-5106 sdo@holyspiritchurch.org

PASTORAL CARE

Pastoral Care Ministry	Visit and take Holy Eucharist to sick and homebound.	2 hours per week	Leah Harris 997-5110 lharris@holyspiritchurch.org
Funeral Ministry	Assist with funeral planning. Must be available on short notice.	Varies	Leah Harris 997-5110 lharris@holyspiritchurch.org
Kitchen Angels	Provide and support families for funeral receptions.	Varies-flexibility required	Helen Brewer 268-1749 jack@instair.com