

Stewardship Time and Talent Booklet Guide

Your parish stewardship time and talent booklet should be easy to read and provide helpful information to your parishioners. No one likes to blindly join a group so explaining the responsibilities and time commitments clearly can help your parishioners understand where they can best use their talents to help.

Suggested Categories for Ministries

Prayer & Liturgical	Family & Faith Formation	Church Administration	Pastoral Service
Ex: Eucharistic Ministry	Ex: Youth Ministry	Ex: Finance Council	Ex: Respect Life
Prayer Groups	Family Life	Stewardship Committee	Driver for Elderly
Altar Servers	RCIA	Technology Ministry	Musician

Content for the Ministries

Again, communicating the purpose of each mission and what is expected makes people much more willing to get involved and volunteer their time and talents. Below is a suggested list of ministry information to relay.

Example of a Ministry Description

Name of the Ministry: Sacristan

Goals/Purpose: To prepare the liturgical space and liturgical articles for the celebration of Mass. The name sacristan is derived from the Latin “sacer” which means “sacred.”

Responsibilities: Preparing the vessels, sacristy, sanctuary and assembly for Mass. The sacristan oversees the 'behind the scenes' preparation for liturgy - that is, prepares hosts, wine, candles, and other supplies.

Helpful Attributes: To be a sacristan is truly a holy call. A devotion to the understanding of the Eucharist is paramount. A sacristan is expected to learn the different vessels used in the Mass, their importance and proper care.

Time Commitment: It is expected that a sacristan will accept a minimum weekly commitment for at least one Mass. However, this can be flexible with the possibility of doing more or less based upon individual circumstances. The sacristan is expected to be present at a minimum of 30 minutes prior to Mass or other liturgical function, and for 30 minutes thereafter to ensure that all tasks are completed.

Training Required: Parish training provided

Coordinator: (Name)

Contact: (Coordinators email, home/cell phone)

Stewardship Opportunities for Time and Talent

1 Adult day care volunteer	32 Faith Formation teacher	63 Photographer
2 Adult education facilitator	33 Family Life Commission	64 Plant and shrubbery care
3 AIDS effort volunteer	34 Finance Council member	65 Plumbing work
4 Altar guild	35 Food deliveries to sick/shut-	66 Prayer group leader
5 Altar server	36 Habitat for Humanity	67 Prison Ministry
6 Arts and crafts teacher	37 Homeless shelter volunteer	68 Property/real estate assistance
7 Artwork for parish	38 Hospital or hospice volunteer	69 Public relations assistance
8 Auto Repair	39 Kitchen help	70 Respect-life volunteer
9 Baby-sitting	40 Knights of Columbus	71 RICA sponsor or team
10 Baptismal/Marriage Prep	41 Ladies' Club	72 Rosary Maker
11 Bereaved/Terminally Ill	42 Lawn Care/Landscaping	73 Sacristans
12 Bible study leader	43 Lector	74 School volunteer
13 Birthday Ministry	44 Legion of Mary	75 Scout leadership
14 Board member of community	45 Literacy effort volunteer	76 Social service agency
15 Budget planning	46 Liturgy Commission member	77 Sound systems/electronics
16 Campus Ministry Volunteer	47 Masonry	78 Soup kitchen volunteer
17 Capital Campaign Volunteer	48 Men's Club	79 Sports team coach
18 Carpentry	49 Migrant ministry volunteer	80 St. Vincent de Paul Society
19 Catholic Daughters	50 ministry	81 Stewardship Committee
20 Choir member	51 Minority ministry volunteer	82 Substitute teacher
21 Clothing Ministry volunteer	52 Mothers' morning out	83 Sunday morning coffee
22 Communion	53 Musician	84 Teacher's aid
23 Community Life Commission	54 Newcomers' coffee	85 Technology Ministry
24 Computer programmer	55 Newsletter writing/editing	86 Telephone Ministry
25 Crisis pregnancy volunteer	56 Office work	87 Usher/Greeter
26 Driver	57 Outreach to inactive Catholics	88 Visitation to sick/shut-ins
27 Education Commission	58 Outreach to the unchurched	89 Young adult Ministry
28 Electrical work	59 Painting	90 Youth group counselor
29 English as a 2nd language	60 Parish dinner preparation	
30 Evangelization Commission	61 Pastoral Council member	
Extraordinary minister of Holy		
31 Communion	62 Phone answering	