

3/21/2007

## **ALTAR CLOTHS AND VESTMENTS**

The purpose of this group is to prepare the altar cloths and vestments for use in liturgies.

Membership is open to any individual willing to assist with the tasks necessary to keep the appointments and vestments ready for the liturgies.

### **ACTIVITIES:**

1. Launder and iron altar linens weekly.
2. Clean and change the altar cloths as necessary for specific seasons and liturgies.
3. Coordinate flower offerings for the altar.
4. Repair altar cloths.
5. Check on linen and towel orders.
6. Check vestments periodically for wear and cleaning needs.

## **ALTAR SERVERS**

The purpose of this group is to assist the priest and deacon during the celebration of Mass and other Liturgies.

Membership is open to any individual who has made First Communion and is in third grade or above.

### **ACTIVITIES:**

1. Serve at Mass on rotating schedule.
2. Serve at weddings and funerals as requested.

## **BAPTISM CLASS**

This is the class designed to prepare parents and godparents for their roles and responsibilities in the life of a child who is celebrating the sacrament of Baptism.

### **ACTIVITIES:**

The class meets once a month for discussion and study.

## **BIBLE STUDY**

The purposes of this group are to learn more about the Bible, our faith and our walk with God.

Membership is open to all interested individuals.

### **ACTIVITIES:**

Study various books or topics of the Bible.

## **BOY SCOUTS/CUB SCOUTS**

The purposes of this organization are to develop physical, mental and emotional fitness; facilitate growth in moral strength and character; participate in good citizenship; teach leadership and self-reliance; and do all this while having FUN.

Membership is open to all males ages 5-18. Individuals do not need to attend St. Anthony Church or School.

### **ACTIVITIES:**

1. Boy Scouts meet every Sunday at 4:00 p.m. for one hour, camp out one weekend per month and one week in the summer. Participate in swimming, canoeing and camping. Assist with Blood Drives, projects around the church and in the community.
2. Cub Scouts meet every other week according to the schedule of the den. They are involved in some camping, projects around the church, planting flowers, Scouting for food and preparing a float for the Christmas Parade.

## **BROWNIE/GIRL SCOUTS**

The purposes of this organization are to help girls reach their individual potential and to promote understanding and appreciation of individual cultural, religious and social differences.

Membership is open to all girls in grades 1-6. Individuals do not need to attend St. Anthony Church or School.

### **ACTIVITIES:**

1. Cookie Sales.
2. Volunteer Work.
3. Arts and Crafts Projects.
4. Outdoor activities including camping.

## **CANTORS**

The purpose of this group is to lead the congregation in common sacred songs and in responsorial singing.

Membership is open to any individual willing to share the musical talents God has given them. Membership in the choir and sight-singing are helpful, but not required.

### **ACTIVITIES:**

1. Rehearse with the director of music on a regular basis, individually determined.
2. Serve at weekend and seasonal liturgies by means of flexible scheduling.

## **CCD**

The purpose of this organization is to assist parents in the religious education of their children.

Classes are available to any child in 5K through 8<sup>th</sup> grade who is not currently attending a Catholic school.

### **ACTIVITIES:**

1. Weekly classes 6:00 – 7:00 p.m. preceded by family dinner 5:30 – 6:00 p.m.
2. Sacramental program preparation – Reconciliation, Eucharist and Confirmation.
3. Living Rosary and May Procession.

## **CHURCH CLEANERS**

The purpose of this group is to keep the worship environment clean and inviting.

Membership is open to any individual willing to commit 1 hour cleaning time every 6-8 weeks and 2 hours every 4 months for scrub down.

### **ACTIVITIES:**

1. Lightly clean the church and sacristy on a rotation schedule.
2. Once every 4 months scrub clean all pews and wood surfaces in the church.

## **CHURCH DECORATING COMMITTEE**

The purpose of this group is to prepare the worship environment for special liturgical seasons such as Christmas, Advent, Easter and Lent.

Membership is open to any individual willing to help with preparations and clean up.

### **ACTIVITIES:**

1. Place greenery and plants inside the church.
2. Place greenery and plants outside the church.
3. Assist in setting up Christmas trees, manger and altar plants.
4. Hang wreaths and roping, tie bows.

## **ECUMENICAL COMMITTEE**

The purpose of this group is to promote unity in the Body of Christ in our area.

Membership is open to all who have a desire to serve God and the Body of Christ.

### **ACTIVITIES:**

1. Meet the needs of our community.
2. Follow the mandate of Pope John Paul II in "Ut Unim Sint".
3. Work with other faiths to promote understanding.
4. Work with all Christians in doing good works.

## **EUCCHARISTIC ADORATION**

The purpose of this group is to be present for one hour before the Blessed Sacrament between the hours of 6:00 a.m. and 12 midnight.

Membership is open to all individuals willing to commit time to spend with Jesus or to substitute for other adorers.

### **ACTIVITIES:**

1. The first adorer in the morning will take the board from in front of the monstrance and say the opening prayer (found on the table).
2. Remain with the Blessed Sacrament until the next adorer arrives. If no one comes and you need to leave, please place the board in front of the monstrance before you go.
3. Pray, read, spend quiet time in meditation, etc.
4. The last adorer at night will put the board back in front of the monstrance and say the closing prayer.

## **EXTRAORDINARY MINISTERS OF HOLY COMMUNION**

The purpose of this group is to assist in the distribution of Holy Communion.

Membership is open to any practicing Catholic 16 years of age and older. An application must be submitted and approved by the pastor.

### **ACTIVITIES:**

1. Participate in training.
2. Serve at Mass as scheduled – usually once or twice a month at the Mass you request.
3. Assist in distribution of Holy Communion according to scheduled position.
4. Certain position will be responsible for washing vessels after Mass. Deacon or Priest will purify.
5. Take Holy Communion to sick and homebound parishioners.

## **FRIENDS OF ST. ANTHONY**

The purposes of this organization are to establish greater community awareness and involvement in the school.

Membership is open to any interested individual.

### **ACTIVITIES:**

1. Develop public relations and knowledge of the school.
2. Provide a college scholarship to an alumni.
3. Begin the development of an endowment fund.

## **HISPANIC MUSIC MINISTRY**

The purposes of this group are to preserve the culture richness; to work with the growing Hispanic community; and to share the gospel through music.

Membership is open to any interested individual. Musicians and singers are preferred.

### **ACTIVITIES:**

1. Meet every Friday from 7:30 – 9:00 p.m. for music and singing practice.
2. Provide music for the 1:00 p.m. Mass on Sunday at St. Anthony.
3. Provide music for Sunday Mass in the other churches when requested.
4. Work on folk and traditional music from Latin America.
5. Participate in guitar lessons for the Hispanic style of music.

## **KNIGHTS OF COLUMBUS**

The purpose of this organization is to support priests, church and families following nationwide program guidelines.

Membership is open to practicing male Catholics 18 years of age and older. An application must be submitted and approved by the Council.

### **ACTIVITIES:**

1. Monthly meetings the second Tuesday of each month.
2. Monthly Council dinner and activities for families and all Knights and guests.
3. Dinners celebrating special events (e.g. St. Patrick's Day, Officer Installation, Open House, Christmas, etc.).
4. Project Hope – annual Tootsie Roll appeal to help individual with mental retardation.
5. Annual Masses to honor deceased members, Our Lady of Guadalupe, etc.
6. Honor Guard supplied for various ceremonies (e.g. 4<sup>th</sup> Degree funerals, special celebratory masses, presence of Bishop).

## **LECTORS**

The purpose of this group is to proclaim worthily the Word of God during the Liturgy of the Word during the celebration of the Mass.

Membership is open to any individual with a desire to study and proclaim the Word. An application must be submitted and approved by the pastor.

### **ACTIVITIES:**

1. Proclaim the first and the second readings during Sunday Mass.
2. Proclaim the first reading and the Responsorial Psalm at daily Mass.
3. Attend semi-annual training class which lasts approximately one hour.
4. Proclaim the readings during funerals and other special liturgies.

## **LEGION OF MARY / JUNIOR LEGION OF MARY**

The purpose of these organizations is to make its members better Catholics through a balanced program of prayer and service in union with the Holy Spirit as He operates through Mary, Mother of the Church. It gives Catholics from 8 years old up an opportunity to do something positive for the Church while at the same time deepening their spiritual life and strengthening their Catholic Faith.

Membership in Legion of Mary is open to Catholics 18 years of age and older. Membership in Junior Legion of Mary is open to Catholics under the age of 18.

### **ACTIVITIES:**

1. Attend weekly meetings which include recitation of the rosary and the Legion prayers.
2. Visit parishioners in nursing homes.
3. Visit homebound parishioners.
4. Visit the sick.
5. Provide information on the Catholic faith (including the book barrow).
6. Reach out to Catholics and non-Catholics alike to bring a better understanding of the faith.
7. Prepare children from Junior Legion of Mary to take their place as adult members of Legion of Mary when they become 18 years old.

## **LIFE TEEN / CYO**

The purposes of these organizations are to provide an environment where Catholic youth and teenagers can learn more about their faith; to provide opportunities for them to practice their faith through prayer, church service and community service; and to do this while sharing fun and fellowship with other Catholic youth and teenagers.

Membership in Life Teen is open to all youth in grades 9 – 12.  
Membership in CYO is open to all youth in grades 7 – 8.

### **ACTIVITIES:**

1. Meet weekly on Sunday at 6:00 p.m. following the 5:00 p.m. Life Teen Mass.
2. Attend monthly fun nights.
3. Participate in ski trip and White Water rafting trip.
4. Attend a weekend Retreat.
5. Provide service to the community through projects such as Habitat for Humanity.

## **LIVING HOPE CHARISMATIC PRAYER GROUP**

The purposes of this group are to worship God, study the Word, learn about and use the gifts of the Holy Spirit.

Membership is open to all interested individuals.

### **ACTIVITIES:**

1. Meet weekly in the Family Center on Tuesdays at 7:30 p.m.
2. Host healing Masses for the parish three times a year.
3. Pray for the needs of parishioners.

## **MEALS ON WHEELS**

The purpose of this group is to provide service to homebound residents within the Florence Community.

Membership is open to any individual who has time and transportation to deliver meals.

### **ACTIVITIES:**

1. Deliver hot meals to shut ins daily for one week every twelve weeks.

## **MINISTERS OF HOSPITALITY**

The purposes of this group are to make people feel welcome when attending Mass and to help prepare the church before and after masses.

Membership is open to anyone (male or female) over 12 years of age, who has a desire to help the church and make people feel welcome.

### **ACTIVITIES:**

1. Scheduled once or twice a month to the Mass time you requested.
2. Make everyone feel welcome and help find seats, if needed.
3. Greet people before Mass and handout Orders of Worship.
4. Assist the sacristan in preparations and get a family to take the gifts to the altar.
5. Pass the collection basket during the offertory and after communion.
6. Pass our bulletins as people leave church.
7. Collect Orders of Worship from the pews.

## MINISTRY OF CONSOLATION

The Ministry of Consolation offers love and support to our family members who have lost a loved one. Helping with liturgical decisions, preparing and serving a meal in the home or at church, and keeping in touch with the family after the funeral are all ways to offer consolation. Please look at the following job descriptions and see if you have the time and talent to do one (or more) of them.

**Cooking for a family meal** – Prepare a casserole or dessert serving 12 people. (The parish furnishes the meat, drinks, plastic plates, cups and cutlery, and napkins.)

**Receiving and serving food** – Arrive 1 hour before time of meal. Your responsibilities will include receiving the food, setting up, greeting people, and serving the meal.

**Clean up** – You will arrive after the meal begins and stay to clean up.  
*(If you volunteer for one of the three jobs described above, you will be called on about twice a year. If a particular time is inconvenient for you, the next person on your list will be called.)*

**Coordinator** – This is a more time consuming job. You will determine the amount of food needed, the number of cooks, servers and cleaners needed and contact the telephone committee to call our volunteers. You will order the meat for the parish and arrange to have it picked up. You will check the kitchen to be sure everything is available (paper products, condiments, tea, etc.). Two coordinators will serve together for a three month period each year (Jan.-Mar., Apr.-June, July-Sept., and Oct.-Dec.). You will have a manual to assist you.

**Telephone** – You will be asked to telephone volunteers occasionally.

**After-care Ministry** – You will keep in touch with a family in the months after the funeral. Sending cards, making phone calls, and visiting will be part of this ministry.

**St. Cecelia Singers** – This is a special choir that sings at funerals. Rehearsals are thirty minutes before the funerals.

The Ministry of Consolation also hosts All Souls Day Prayer Service and Reception to remember Parishioners who have died during the year.

## **PARISH PASTORAL COUNCIL**

The purposes of the organization are to advise and assist the pastor in the mission of the church.

Members are elected by the parish community or appointed by the pastor. Members must be practicing Catholics and members of the parish.

### **ACTIVITIES:**

1. Meet the fourth Monday of the month.
2. Help the pastor develop plans and policies to accomplish the mission of the parish.
3. Work in assigned groups (Prayer and Worship, Social Justice, Christian Formation, Building Community, Evangelization, Stewardship, Multi-Cultural, Communication & Media) to assist in implementation of Synod document within the framework of the parish's mission.

## **RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)**

This is the process by which people become members of the Roman Catholic Church. The process is concerned with the total formation of the person into believing with the Church community (doctrinal formation), living with the Church community (practical formation), praying with the Church community (liturgical formation), and serving with the Church community (apostolic formation). This gradual development culminates in the celebration of the initiation sacrament of baptism, confirmation and the Eucharist at Easter time. Any adult interested in learning about and/or joining the Roman Catholic Church is invited to participate.

### **ACTIVITIES:**

1. Weekly gatherings which inform you of all aspects of the Church (September thru April).
2. Social gatherings with the Parish Community to meet members of the community.
3. An annual retreat to enjoy a period of quiet and serenity and to embrace our spirituality.
4. Trip to meet with the Bishop of the Diocese and people from other parishes coming into full communion with the Church.

## **SACRISTANS**

The purpose of this group is to assist in setting up for the Liturgy.

Membership is open to individuals who are willing to commit time and who work well with people.

### **ACTIVITIES:**

1. Ensure that ushers, altar servers, lectors and Eucharistic Ministers are present for Mass.
2. Make sure that all vessels and other items are on the credence table at least 15 minutes before Mass.
3. Make sure candles on the altar are lit before Mass.
4. Check to make sure there is a family to take up the gifts during Mass.

## **ST. ANTHONY ADULT CHOIR**

The purposes of this organization are to add beauty and solemnity to the liturgy and assist and encourage the singing of the congregation.

Membership is open to individuals who are willing to commit time and who work well with people.

### **ACTIVITIES:**

1. Attend rehearsals on Wednesday from 7:30 until 9:00 p.m. and Sunday at 10:30.
2. Participate in the liturgy during the 11:00 a.m. Mass on Sundays from Labor Day through the Feast of Corpus Christi in June.
3. Participate at Christmas Midnight Mass, Ash Wednesday, liturgies of the Triduum, Confirmation and some Holy Days.
4. Participate in special occasions that arise in the life of the parish.

## **ST. ANTHONY DISASTER RELIEF COMMITTEE**

The purpose of this group is to plan for relief services for St. Anthony parishioners and citizens of the Florence Community in cooperation with existing disaster relief service organizations. Also, to assist our “twin” Catholic Church in the beach area.

Membership is open to all who desire to serve victims of natural and manmade disasters.

### **ACTIVITIES:**

1. Enlist volunteers from St. Anthony, St. Ann and Florence who desire and are able to render assistance to those distressed by disasters.
2. Provide shelter in homes or work in shelters designated by the Red Cross.
3. Attend training sessions provided by the Red Cross and other relief agencies to prepare to provide services needed in shelters.
4. Assist in cleanup after disaster strikes – providing labor, vehicles, equipment or shelter for relief workers.
5. Cooperate with other churches in rendering relief services in other geographic locations.

## **ST. ANTHONY MEN’S CLUB**

The purposes of this organization are to unite the men of St. Anthony Parish in social, religious and other activities for the betterment of the Parish and to assist the pastor in spiritual and material undertakings for the welfare of the Parish.

Membership is open to all registered men of the parish and to non-catholic men whose wives are registered members of the parish.

### **ACTIVITIES:**

1. Host a monthly breakfast open to all parishioners.
2. Provide a college scholarship to a deserving parishioner.
3. Support the St. Anthony Scouting program by hosting a yearly breakfast and providing financial assistance.
4. Provide a mid-summer meal to migrant workers in Lake City.
5. Assist with set-up, cooking, serving, etc. at parish functions.
6. Assume responsibility for tasks requested by the pastor and/or parish staff.

## **ST. ANTHONY PTO**

The purposes of this group are to ensure effective communication among parents, faculty and staff members and to encourage volunteer participation.

Membership is open to all parents of currently enrolled students, teachers and administrators.

### **ACTIVITIES:**

1. Organize and facilitate all school fund raisers such the Magazine Sale, Halloween Carnival, family dinners, etc.
2. Coordinate the home base parents for classroom parties, teacher luncheons and various projects.
3. Coordinate volunteers for school activities.

## **ST. ANTHONY SCHOOL BOARD**

The purpose of this organization is to promote an effective program of religious, intellectual, cultural, social and physical education for the students of St. Anthony School.

Membership is determined by school and parish elections. Members must be parishioners.

### **ACTIVITIES:**

1. Attend monthly school board meetings.
2. Advise on the development of school policy.
3. Assist in the implementation of school policy.
4. Provide assistance to the pastor and to the Parish Pastoral Council.

## **STEPHEN MINISTRY**

Stephen Ministry is a program that trains lay people to provide confidential, one-to-one, same gender Christian care to individuals who are experiencing difficulties in their lives.

### **A Stephen Minister is...**

- A child of God who walks beside a person who is hurting
- A congregation member with gifts for caregiving, who was carefully selected to serve in this role
- A caring, Christian friend who listens, cares, prays, supports, and encourages

Stephen Ministers receive 50 hours of training in providing emotional and spiritual care, and are required to commit to serve for at least 2 years. Their commitment involves visiting their care receivers once a week for about an hour and attending 2 peer review supervision meetings a month.

Membership is open to both men and women adult volunteers.

## **VACATION BIBLE SCHOOL**

This activity brings God's Word to the younger children of the parish and community during the summer.

Volunteers are recruited each year to direct the week long program, lead music, games, crafts, and serve snacks.

### **ACTIVITIES:**

1. Prepare a 30 minute lesson including a Bible Story and discussion focusing on an identified theme.
2. Prepare a 30 minute session of a fun/game activity for each group.
3. Provide music during opening and closing activities daily. Teach inspirational children's praise songs.
4. Prepare a craft activity related to the daily lesson.
5. Special guests are invited as appropriate (e.g. magician, puppeteer, petting zoo).

## **WATY (WE AIN'T THROUGH YET) – SENIOR PARISHIONERS**

The purposes of this group are to provide spiritual assistance, social development and assistance in every day needs.

Membership is open to all parishioners over age 55.

### **ACTIVITIES:**

1. Take the Eucharist to homebound members.
2. Provide transportation as needed.
3. Participate in lunches at Christmas, Easter and Thanksgiving.
4. Develop and plan activities such as The Big Band Sound Party.
5. Participate in Adventures in Learning.
6. In the future there will be bus trips and day-long trips.
7. Participate in Bingo once a month on second Wednesday in Family Center.

## **WOMEN OF ST. ANTHONY**

The purposes of this organization are to unite all women of the parish, to assist the pastor in spiritual and material undertakings for the welfare of the parish community, and to encourage participation in programs offered by the South Carolina Council of Catholic Women.

Membership is open to all women of the parish past high school age.

### **ACTIVITIES:**

1. Meet monthly on the second Tuesday at 7:00 p.m. to conduct business and participate in programs.
2. Assist with receptions for First Communion, Confirmation and Holy Saturday.
3. Provide a scholarship to a deserving parishioner.
4. Provide a meal for migrant workers in Lake City and McBee.
5. Remember residents of Faith Nursing Home at Easter and Christmas.
6. Assume responsibility for tasks requested by the pastor and/or parish staff.