

# St. Jerome's Parish Ministries



Welcome to A Community Proclaiming  
and Living the Gospel  
through Caring Stewardship

## Pastor's Message

Peace and God's blessings.

How blessed we are by the unique gifts and charisms God has given to each of us. He gives us these blessings with the expectation that we will use them to enrich His Church and serve His people.

The sharing of these gifts and charisms is called a ministry. And there is a ministry in the Church for each of us. I hope that this catalog will help you to discern which ministry best fits your gifts. Through your generous sharing of time, talent, and treasure St. Jerome Parish will continue to be a community of grateful and responsible stewards. Then one day we too will hear the words of our Lord: "Very well, good and faithful servant, since you have been faithful in a few things, I will entrust you with much more."(Mt. 25:21)

Share joyfully, share generously, and share with the same measure God has given to you!

In the fellowship of service,

*Father Patrick*



*Father Patrick Baffour-Akoto, Pastor*

*Mass Schedule*

*Saturday: 5:00 PM*

*Sunday: 7:00 AM, 9:00 AM (Family Mass), 12:00 PM*

*Daily Masses: (8:00 AM – Tuesday, Thursday, Friday); (6:30 AM – Wednesday)*

*Holy Days as announced*

*Confessions: 3:30 PM – 4:30 PM, Saturday or by appointment*

*Additional Liturgical Information*

- *Rosary before 5:00 PM Mass on Saturday*
- *Baptisms – Last weekend of the month (Please call the office to schedule.)*
- *Adoration of the Blessed Eucharist – 1<sup>st</sup> Thursday 8:30 AM – 6:30 PM with Adore Him at 7:00 PM following Adoration.*

**Prayer of St. Jerome Catholic Church Community**

**My Church is composed of people like me.  
I help make it what it is.**

**It will be friendly, if I am friendly.  
Its pews will be filled, if I help fill them.  
It will do great work, if I work.**

**It will make generous gifts to many causes,  
if I am a generous giver.  
It will bring other people  
into its worship and fellowship,  
if I invite and bring them in.**

**It will be a Church of loyalty and love,  
of fearlessness and faith,  
and a Church with a noble spirit,  
if I, who make it what it is,  
am filled with these same qualities.**

**Therefore, with the help of God,  
I shall dedicate myself  
to the task of being all things  
that I want my Church to be.**

**Bless my journey, Lord God,  
that I might build the Church through  
Jesus Christ our Lord.**

**Amen.**

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*St. Jerome Catholic Church Parish has produced this catalog of ministries so that our Church family, newcomers, and visitors will know the many organizations that help our parish function as a vibrant, welcoming community. Additionally, our hope is that you, as well as your family, will find an area that speaks to your heart. Although our goal is to remain as current as possible, please understand that some of the contact persons, the meeting locations, and the times may have changed; however, we urge you to contact the person listed or the parish office during regular office hours.*

**“There are different gifts but the same spirit. There are different ministries but the same Lord; there are different works but the same God who accomplishes all of them in everyone.”-1Corinthians 12: 4-6**

## **Ministries of Saint Jerome Catholic Church**

Since the Lord calls each of us to stewardship, we invite you to find one or more that speak to your volunteer spirit and that you consider serving a **minimum of one year, unless the ministry indicates otherwise.**

**“Do the will of God from your heart, giving your service with goodwill as to the Lord rather than human beings.” –Ephesians 6: 7**

### **PARISH PASTORAL COUNCIL**

Saint Jerome Parish Pastoral Council consists of twelve nominated members from the registered parishioners who have completed a discernment process and two young adult members nominated by the Priest. The Parish Pastoral Council is the structure through which parishioners can participate in searching out God’s vision for the parish.

Continuously, the Council is called to discern, to articulate, and to sponsor ministries devoted to developing the unique personality of the parish as it evolves in fulfilling our mission statement. Finally, this visionary body serves in an advisory capacity to the Pastor.

**Commitment: Mandatory 3 years;** must be a registered member of the parish, who is in good standing; to agree to have name placed in nomination or may nominate yourself; to attend scheduled orientation and discernment process; to attend Pastoral Council Retreat in September; usually the last weekend (Friday evening-Sunday noon); to attend monthly Council meetings, for no more than 1 or 1 and 1/2 hours, at 6:30 pm on the

fourth Thursday of each month; to be visible by attending parish activities as often as possible.

**Skills:** Active listener, good communication skills, ability to accept different viewpoints, can work well with a diverse group, willingness to learn, possess at least one of the Gifts of the Lord, and a sense of humor

**Gifts:** administration, ability to delegate, leadership, communicate well with a diverse group, discernment, generous with time and talents

**Number needed:** 12 discerned and 2 appointed=14 members

**“Do not grow weary of doing what is right.” -2 Thessalonians 3: 13**

## **FINANCE COUNCIL**

### **Pastoral Appointment**

See Pastor.

**“People should look upon us as servants of Christ and stewards of the mysteries of God.”**

**-1 Corinthians 4: 1**

## **WORSHIP**

### **Liturgy Committee**

Members of the Liturgy Committee are the staff members and/or Chairs of the ministries that appear below. The Liturgy Committee plans, prepares, implements, evaluates, and educates about all aspects of the liturgy in order to promote more reverence and meaning in the spiritual life of our parish. The Liturgy Committee works to enhance and to enrich the worship experiences of our parish, whether the focus is the regular Masses, the Liturgical Seasons, Reconciliation Services, Anointing of the Sick, or the various Holy Days of Obligations. The Liturgy Committee offers workshops, seminars, retreats, and other activities that will both strengthen and shape the liturgical life of the parish. Appointed by the Pastor, the Liturgist chairs the Liturgy Committee.

#### **1. Altar Guild**

This group of volunteers takes extraordinary care of the altar linens, the vestments, and other appointments that the priest uses in Sacred Liturgy. They pick up the items for laundering and ironing at least once a week.

Occasionally, they may have to clean the linens and other appointments more often because of Special Masses (Holy Days of Obligations, Easter Triduum, Easter, Christmas, weddings, funerals)

**Commitment:** minimum 1 year; to work behind the scenes quietly and efficiently; willingness to communicate with members from other ministries; to be available on short notice

**Skills:** Ability to wash and to iron altar linens and other appointments with care

**Gifts:** Caring, follow-through, patience, generous with personal time

**Number needed:** Open-ended (Perhaps the people who are currently handling this ministry will be willing to mentor/train others in the event of an emergency.)

2. **Altar Servers**

The Altar Servers will assist at Masses for the 5:00 pm, Saturday and 7:00 am, 9:00 am, 12:00 am, Masses, on Sundays. Altar Servers will also assist the Pastor at funerals, weddings, and Special Liturgies.

**Commitment:** Minimum 1 year; to attend training sessions to learn protocol of serving; to work with an experienced server, to show up at the appointed time to serve; to contact the Coordinator or another server to replace you, if you cannot serve; willing to serve even when in an emergency, if needed

**Skills:** Ability to perform duties in front of the parishioners, ability to follow directions, ability to remain

**Gifts:** Caring, attentive, out-going, selflessness, reverence

**Number needed:** Open-ended (3 at each Mass for a total of 12 for the weekend, which totals at least 48 or 51 for a month) To have servers serve only twice a month would be ideal. Therefore, the Coordinator welcomes all interested young people who have made their first Communion to volunteer to become altar servers...

3. **Arts and Environment Committee**

As an offshoot of the Liturgy Committee, this team coordinates and executes the plans for decorating the Church in such a way that the environment reinforces and communicates the liturgical tone of the season. Additionally, the committee has the responsibility of preparing the Blessed Sacrament Chapel for special feast days, Expositions, and Marian observances.

**Commitment:** Minimum 1 year for the members; willingness to attend workshops; arranging and watering indoor plants and floral arrangements; attend meetings with the Chairperson to coordinate the tasks; willing to grow liturgically

**Skills:** Ability to work with others with different viewpoints; some artistic vision, good communication and listening skills

**Gifts:** Artistic vision, ability to delegate, warmth, out-going, flexibility

**Number needed:** Open-ended (**large numbers for Advent, Christmas, Lent, Easter, and Ordinary**

**Times, as well as special celebrations)**

4. **Eucharistic Ministers to the Homebound/Nursing Homes/Hospitals**

This ministry maintains a vital connection between parishioners gathered at worship and parishioners no longer able to be present for the Masses. They pray with them and give them communion.

**Commitment:** Minimum 1 year; willing to assist weekly, monthly or bi-monthly

**Skills:** Willingness to serve, enjoys people, flexibility

**Gifts:** Patience, sensitivity, flexibility, empathetic, generous with time

**Number needed:** See Chair of Extraordinary Ministers of Communion.

5. **Extraordinary Ministers of Holy Communion**

These members assist the Celebrant by preparing the bread and wine for distribution of the Eucharist in both forms (hosts and cup). Prior to Mass, they prepare both the Credence Table and the Offertory Table. In addition, the Ems may have to dress or undress the altar. After Mass, the ministers clean the vessels and put them away.

**Commitment:** Minimum 1 year; to attend training session(s), to arrive at least **15 to 20** minutes prior to Mass, willing to serve as a substitute; to serve at the **5:00 pm Mass** or **7:00 am, 9:00 am, 12:00 pm** on Sundays

**Skills:** Steady motor skills, ability to follow directions, ability to work well with a diverse group

**Gifts:** Patience, flexibility, out-going, enjoys people

**Number needed:** Open ended (7 at each Mass=28, which means ideally 112 or 119 a month, if we were to serve only once a month)

6. **Greeters**

Our ministry is one of hospitality, where we welcome arriving parishioners and visitors with a warm “Welcome” or “Good Morning” or “Good afternoon, as we create an atmosphere of friendliness and inclusion.

**Commitment:** Minimum 1 year; 15 to 20 minutes and flexibility to serve at any of our Masses (5:00 pm on Saturday, 7:00 am, 9:00 am, or 12:00 pm on Sundays); occasionally, you might need to serve at special Masses or events.

**Skills:** Able to prop open door, comfortable meeting people

**Gifts:** Pleasant, warm, caring, compassionate

**Number needed:** open-ended (minimum 8 for each weekend of the month = 32 to 40 a month)

7. **Lectors**

Our lectors proclaim the Word of God from both the Old and New Testaments. They are responsible to prepare to proclaim the Word of God by reviewing and practicing their assigned readings to be clear about the texts’ meaning and to be as accurate as possible about pronunciations and appropriate cadence. The expectation is that our lectors will spend time in prayer as they prepare and before the Mass.

**Commitment:** Minimum 1 year; willing to serve at least twice a month, if necessary; to remain flexible for additional needs; to attend training sessions (Our lectors serve at the 5:00 pm on Saturday and 7:00 am, 9:00 am, or 12:00 pm on Sundays.) **Note:** Lector must arrive at **least 15 minutes early** in order to review announcements, focus, Prayers of the Faithful, **especially to practice pronouncing names and to ensure that Lectionary is open to the correct readings.**

**Skills:** Public speaking skills, comfortable speaking before people, willing to seek assistance from the Chair or other lectors,

**Gifts:** Spiritual awareness, out-going, compassionate

**Number needed:** open ended (minimum 8 for each weekend of the month = 32 to 40 a month)

8. **Music Ministry/Adult Choir**

This ministry provides the parishioners with resounding vocal support in every phase of the Liturgy. They prepare for and perform in special musical concerts for various liturgical seasons.

**Commitment:** Minimum 1 year; to participate in weekly practice sessions on Thursdays at 7:00 pm, to attend workshops and additional practices; weekly warm-up rehearsals prior to assigned Mass

**Skills:** Ability to hold a tune and/or willing to learn, musical awareness, comfortable in front of people

**Gifts:** out-going, compassionate, leadership, love to minister through music, generous with time and talents

**Number needed:** Open-ended

9. **Music Ministry Youth Choir/Ensemble**

This enthusiastic, energetic group provides music for the 9:00 am, Sunday Mass. Teens from sixth grade through 12<sup>th</sup> grade, who enjoy singing or playing an instrument, are invited to come to a rehearsal or to contact **Michele Vallet, Youth Music Minister.**

**Commitment:** Minimum 1 year; to attend Wednesday Practice—7:00 pm to 8:30 pm and Sunday mornings from 8:00 am to 10:00 am; willing to attend conferences and workshops

**Skills:** Ability to sing or to play an instrument, a desire to minister to others through music

**Gifts:** Musical awareness, instrument and vocal proficiency, generous with time and talents, love to minister through music

**Number needed:** Open-ended

10. **Ushers:** These volunteers assist with the seating of people at the various Masses. They carry and pass the collection baskets during the appropriate time(s) during Mass. They also assist with the efficient flow of traffic during communion. Following each Mass, the ushers refresh the Church for the next Mass.

**Commitment:** Minimum 1 year; to attend necessary training, willing to serve others

**Skills:** Ability to hold doors open, comfortable directing others, ability to work well with others, flexibility

**Gifts:** Friendly, compassionate, generous with time

**Number needed:** Open-ended

**“As good stewards of God’s manifold grace, put your gifts at the service of one another, in the measure that each of you has received.” -1 Peter 4: 10**

## **CHRISTIAN FORMATION MINISTRIES**

Integral to the growth and life of a parish is its dedication to Christian Formation, and St. Jerome is no exception. Therefore, the Church has developed a variety of religious education programs that require volunteerism at the highest level. For instance, this ministry needs volunteer assistants and teachers to continue our sacramental preparation classes (**such as Baptism, Pre-school, Confirmation, Shepherds’ Flock, Elementary, Edge (middle school), Life Teen (high school), Rite of Christian Initiation of Adults (RCIA)/ Rite of Christian Initiation of Children (RCIC), and Marriage Prep**) . Additionally, we have the following: **The Adventure Continues, Our Father’s Plan, Weekly Bible Studies, and Food for Thought.** These Adult Faith Formation programs help to facilitate the spiritual growth of our parishioners. At the same time, the programs serve as stepping stones that lead the participants to answer the Father’s call to holiness and eternal life.

### **1. Catechists:**

**Commitment:** to agree to teach God’s Word and the Doctrine of the Church, to serve the appropriate time limit required for your program: which may vary from 3 months to 2 years, to teach and/or facilitate at least 3 hours week, includes preparation time; to attend necessary training and workshops; must be an active, fully initiated member of the Church

**Skills:** good communication skills, listening, and ability to work well with others, willing to learn, ability to accept constructive advice

**Gifts:** leadership, communicate well with diverse groups, generous with time and talents, caring, wisdom, organizational skills

**Number Needed:** Open-ended (Contact Margie Curtis: [margie@stjeromennva.org](mailto:margie@stjeromennva.org))

### **2. Edge and Life Teen Catechists:** Through this ministry, the volunteers help increase both the spiritual and social development of our middle and high school young people.

**Commitment:** Minimum 1 year; to plan and execute a variety of activities, special events, and social gatherings; to serve as chaperons; to provide transportation; to prepare refreshments; to serve as group leader; to offer appropriate support as needed; must be an active, full initiated member of the Church; must be willing to teach both God’s Word and the Doctrine of the Church

**Skills:** cares for people, mentoring, spiritual awareness, outgoing, organizational skills, ability to delegate, sense of fair play, athletic ability

**Gifts:** warmth and hospitality, patience, leadership, administration, friendly, effective and appropriate sanitation,

**Number Needed:** Open-ended. The contact for person for Edge and Life Teen is the Youth Minister, Cheri’ Andersen, [youth@stjeromennva.org](mailto:youth@stjeromennva.org).

### 3. **Kitchen Team**

This team prepares the Sunday morning breakfast that the participants will share prior to beginning our morning scheduled Christian Formation program.

**Commitment:** minimum time 1 and ½ hours **at least** once a month; to help oversee logistics of the event; willing to cleanup both during and after the meal; willingness to serve others

**Skills:** cooking/heating ability, effective and appropriate sanitation, organizational skills, ability to work well with others, able to delegate, physical stamina

**Gifts:** hospitality, generosity, congeniality, warmth, selflessness, warmth

**Number Needed:** Open-ended (ideally five Teams of 8) (**Contact Margie Curtis: [margie@stjeromennva.org](mailto:margie@stjeromennva.org)**)

4. **Shepherds' Flock:** Our volunteers in this program works with our youth and our young adults with special needs. If you have an interest in being part of this wonderful important program, please contact Margie Curtis ([margie@stjeromennva.org](mailto:margie@stjeromennva.org)) or call the office: (757) 877-3771.

**Commitment:** Minimum 1 year; to plan and execute a variety of activities; willing to serve others; to attend necessary training and workshops.

**Skills:** organizational, outgoing, ability to delegate, ability to work well with others

**Gifts:** patience, love, warmth and hospitality, generosity, selflessness

**Number Needed:** Open-ended

### 5. **Sponsors**

**Commitment:** Willing to serve the appropriate time limit from 3 months to 2 years, according to the candidate's level of readiness; to meet at least once a month with the candidate; must be an active, fully initiated member of the Church; must be willing to provide the spiritual help that the candidate needs during his or her journey; willing both to teach and to follow God's Word and the Doctrine of the Church; to attend necessary training and workshops.

**Skills:** good communication skills, sound listening skills, ability to share your faith, comfortable with others who question, organizational skills, wisdom

**Gifts:** wisdom, faithfulness, evangelizer, encouragement, patience, leadership, kindness, organizational skills

**Number Needed:** open-ended (**Contact Margie Curtis: [margie@stjeromennva.org](mailto:margie@stjeromennva.org)**)

“Go you into my vineyard.” –Matthew 20: 4

## SPIRITUAL LIFE AND PASTORAL MINISTRIES

### 1. Family Mission Trip/Service Days Ministry

Volunteers concentrate on the needs of our immediate community. Sharing God’s love and helping others are key components to this invaluable ministry.

**Commitment:** at least one day; attend meeting(s); able to work well with a diverse group; to attend a few necessary meeting

**Skills:** organization, communication, and relationship builder, to help coordinate activities and/or projects

**Gifts:** compassion, leadership, ability to delegate,

**Number Needed:** Open-ended

### 2. Prayer Shawl Ministry

This ministry shares its faith and care for the wellness of others by creating masterpieces that bring comfort and warmth to those experiencing change, sickness, or loss. The group also makes hats for the homeless and beanies for the military.

**Commitment:** minimum 1 year and to meet at least 2 hours a month; to be willing to learn basic knitting stitches

**Skills:** detail oriented, ability to knit and to teach others, eager to learn, open-minded, listening, communication,

**Gifts:** compassionate, physical nimbleness, empathy, hospitality, generosity

**Number Needed:** open-ended

### 3. Small Church Communities

A small Church community (house church) consists of a small group of Christians (approximately 8 – 12), who come together to support one another as they share their faith, as they deepen their understanding of Catholic traditions and Catholic Doctrines, and as they reach out in service to the larger community.

**Commitment:** To open homes to a single group of adults; to assist in organizing additional groups; to help others grow spiritually; to attend relevant workshops, minimum 1 year

**Skills:** communication, reading and interpreting passages, ability to accept the views of others,

**Gifts:** Wisdom, administration, hospitality, selflessness, people persons, detailed oriented

**Number needed:** minimum 8-12 to maintain a group and to organize new groups

### 4. Vacation Bible School

The leaders provide participants an opportunity to focus on a week of themed-week activities, which strengthens their biblical knowledge and their knowledge of Church. Vacation Bible School volunteers include the following:

**A. Kitchen Help** – awareness of sanitation, cooking/heating knowledge, cleanliness exciting and meaningful lessons

**B. Activity directors** – to engage inquiring minds; to plan and implement engaging activities

**C. Art and Environment – make backdrops and props** (construction, decorating ideas, strength to lift, move and arrange props)

**D. Camera crew**

**Commitment:** 5 days about 4 hours each day; to participate in closing ceremony about 3 hours; to attend strategy meetings, if necessary; willing to be flexible; willing to collaborate with others to enrich the experiences of everyone, especially the campers

**Skills:** gets along well with young children and pre-teens; cleanliness, organization, creative, self-motivation

**Gifts:** cleanliness, mentoring, leadership, compassion, wisdom, fortitude, selflessness, patience, and generosity

**Number needed:** open-ended

**YOUNG ADULT MINISTRY**

This ministry focuses on both unmarried and married adults between the ages of 18-35, who desire to learn more about their faith through bi-weekly Bible study/discussion groups and who desire to fellowship by attending a variety of

social events both as a group and occasionally with other Catholic young adult groups in the area. Since service is also a key component, this group plans local and international mission trips. The group will nominate or appoint Chairpersons to coordinate key areas of the ministry.

**Commitment:** minimum 1 year for members and 2 years for Chairs; to participate in Bible study/discussion

groups; to participate in fund raising projects to meet financial goals for mission trips and other needs; to participate in service projects

**Skills:** leadership, mental and physical acuity, communication, listening

**Gifts:** People person, hospitality, selflessness, generosity, flexibility

**Number needed:** Open-ended **(All are welcome!)**

**“I thought I had labored in vain, and spent my strength for nothing.” Isaiah 49: 4**

**YOUTH MINISTRY**

Through this ministry, the Church remains connected to its young people as they come to maturity both socially and spiritually. The contact for person for Edge and Life Teen is the Youth Minister, Cheri’ Andersen, [youth@stjeromennva.org](mailto:youth@stjeromennva.org).

**“Pray to the Lord of the harvest to send out laborers into his harvest.”**

**Matthew 9: 38**

## **JUSTICE and PEACE and CARING MINISTRIES**

### **Justice and Peace Committee**

The Justice and Peace Committee, which comprises all the ministries that appear below, keeps the parishioners aware of local, national, and international social issues that need our attention. They also provide a forum for the parishioners to participate in peace and justice issues. Additionally, another arm of Justice and Peace Committee is the caring ministries. These numerous outreach ministries enable the parish to extend the love of Christ to our parishioners and the community at large.

#### **1. Bereavement Care Services**

This therapeutic ministry provides an environment where the persons who have suffered a loss or losses can have their feelings validated and supported. These sessions enable the bereaved to reflect on their loss as they move toward healing, growth, and well-being. Further, the ministry encourages participants to use existing support systems and/or to seek and to create additional sources of support to meet their individual needs. Interested persons need to contact Saint Jerome’s office at (757) 877-5021.

**Commitment:** Every second Thursday of the month at 7:00 pm; gather at a favorite restaurant last Wednesday of each month to have dinner and to socialize

**Skills:** ability to empathize with others, ability to communicate, ability to truly listen

**Gifts:** non-judgmental listener, compassionate, generous with time

**Number needed:** open-ended

#### **2. Faith Community/Parish Nurse Ministry (FCN/PN)**

Parish nursing promotes an intentional health ministry for individuals in their faith community from birth through death. A FCN/PH is a registered nurse (RN) who has completed a course in holistic ministry and who provides special health promotion services to help individuals in gaining optimal mental physical and spiritual health.

**Commitment:** Minimum 1 year; willing to keep abreast of changes in the field; willing to attend meetings, if necessary

**Skills:** organizer, health care trained, able to work well with others

**Gifts:** communicator, compassionate, people person

**Number needed:** Open-ended

#### **3. Funeral Preparation Ministry**

This ministry requires that the members meet with families to help plan the funeral Mass for their loved ones. The Chair provides the priest with the background information on the deceased. Coordination with the Music Minister and the Extraordinary Ordinary Ministers of Communion is vital for providing support to the families before, during, and after the service. This ministry might require assistance from the Lectors, also.

**Commitment:** Initial planning/training meetings; willingness to attend the funeral, if necessary; flexibility

**Skills:** Empathy for others, good listener and good communicator, compassionate

**Gifts:** Diplomatic, anticipates needs of others, patience, love of people

**Number needed:** open-ended

4. **Funeral Reception Ministry**

This invaluable group plans, prepares, and coordinates the necessary food to serve to the bereaved family and those attending the funeral. Additionally, they decorate the Fellowship Hall, layout the food and table necessities; monitor the movement of people and food in order to serve everyone in as efficient a manner as possible. They ensure that the kitchen area and the Fellowship Hall are left neat and orderly.

**Commitment:** Minimum 1 year; willing to work behind the scene; ability to or organize and to delegate, to work with a diverse group

**Skills:** ability to organize and to delegate, leadership, willing to work well with others

**Gifts:** compassion, empathy, generous with personal time, loves people

**Number needed:** open-ended

5. **Gardens at Warwick Forest Ministry:**

Volunteers in this ministry must enjoy working with the elderly who need special attention. Monthly Mass and monthly Bingo are provided for the residents, who eagerly anticipate both events. Bingo prizes are donated by parishioners and supplemented as needed by the Justice and Peace

**Commitment:** Minimum 1 year; willing to spend 2-3 hours on the second Monday of each month assisting the residents with bingo, willing to spend 1 and ½ hours assisting residence at Mass

**Skills:** Stamina, endurance, strong enough to stand for a few hours, physically able to handle a wheelchair

**Gifts:** patience, people person, kind, generous with time and talents

**Number needed:** Open ended

6. **Lay Health Promoter (LPH)**

These lay people assist the parish nurses in implementing an effective health ministry that meets the needs the spiritual, emotional, physical, and social needs of the faith community. Training for this group is available through Bon Secours Health Care System in Hampton Roads. The course is open to Licensed Practical Nurses (LPNs), health educators, and others who feel spiritually called to serve in a holistic manner within our faith community.

**Commitment:** Minimum 1 year; willing to keep abreast of changes in the field; willing to attend meetings, if necessary

**Skills:** health care trained, able to work well with others

**Gifts:** communicator, compassionate, people person

**Number needed:** Open-ended

7. **Legislative Advocacy**

Our Legislative Advocacy Ministry is a crucial initiative of the Justice and Peace Committee. Through information received from the Diocese of Richmond and the United States Catholic Conference of Bishops, these knowledgeable volunteers attempt to keep parishioners aware of important legislative action and issues that may impact the quality of life of all, especially our parishioners.

**Commitment:** Minimum 1 year; willing to meet on the second Monday of each month, 7:00 pm – 9:00 pm; to attend any necessary training, if necessary

**Skills:** good listening skills, ability to concentrate on the needs of others, good communication skills, capable of being nonjudgmental

**Gifts:** Trustworthy, selflessness, compassionate, honest, encourager, understanding, and polite

**Number needed:** Open-ended

#### 8. Prison Ministry

St. Jerome's Prison Ministry meets with a small group of prisoners at City Farm, a minimum security facility. The group shares their faith as they pray, sing, read, and discuss scripture. At an inmate's request, the ministry will sometimes hold optional informal meetings on weekday afternoons. The members normally meet at Church to carpool. The group invites interested volunteers to attend one session before deciding to join.

**Commitment:** Minimum 1 year; willing to meet on the second Monday of each month, 7:00 pm – 9:00 pm; to attend any necessary training, if necessary

**Skills:** good listening skills, ability to concentrate on the needs of others, good communication skills

**Gifts:** empathy, selflessness, compassionate, evangelism, encourager, motivator

**Number needed:** Currently 6 (However, if sufficient interest exists, the group is open to adding a second monthly team.)

#### 9. Refugee Resettlement

This group provides volunteers and support to families arriving in the United States under the sponsorship of the Diocesan Refugee Resettlement Office. We have sponsored refugees from Cambodia, Viet Nam, Ukraine, Sudan, and Afghanistan. Sponsorship includes financial assistance, often finding a place for the family to live, locating employment, providing transportation and developing a relationship with the family

**Commitment:** Unknown

**Skills:** Patience, accepting of cultural differences, empathy, availability for emergency situations

**Number needed:** Open Ended

#### 10. Respect for Life

Central to the Catechism of the Catholic Church is the Church's teaching on the dignity of the human person and the culture of life. This group unwaveringly supports the pro-life stand that our community, our society and our government must support life from conception to the grave.

**Commitment:** to follow God's Word and the Doctrines of the Church; minimum 1 year; to attend monthly meetings (1 and ½ hours), to attend the yearly Pro-Life; to help distribute information about Respect for Life Issues, including opposition to the death penalty; to set up and tear down the Cemetery of the Innocents

**Skills:** communication, listening, people skills, physical ability, detail oriented

**Gifts:** wisdom, patience, fortitude, charity, love

**Number Needed:** open-ended

“The Son of Man came not to be served but to serve.” –Mark 10: 45

## SUPPORT SERVICES MINISTRIES

### 1. Church Cleaning Team

Volunteers come and clean the church and entrance area each Saturday morning. Tasks include vacuuming, dusting, window washing, and general straighten up; no experience necessary, just come with a willing heart! Explore how little time is involved (Approximately 1 hour every 5 weeks; 8:00-9:00AM) and experience how the Lord blesses when we serve.

**Commitment:** Minimum 1 year for Cleaning Ministry Coordinator and team members

**Skills:** Handling cleaning equipment, maintaining supplies and equipment, agility

**Gifts:** Caring heart, steady hands, physical strength, loves to beautify

**Number needed:** Five Teams – 8 people/each – 40 total Minimum 1 Year

### 2. Fellowship

Creating an atmosphere of friendliness and belonging is crucial for a parish to survive and grow; therefore, our Fellowship Ministry works closely with other key ministries at St. Jerome Catholic Church to ensure that everyone feels welcome. Along with members of the respective Masses, the Fellowship Ministry hosts coffees on the First Sunday following all Masses. Additionally, they assist with the Parish Picnic sponsored by our Pastoral Council. Other Church wide activities include special receptions, seasonal dinners, and so forth.

**Commitment:** Minimum 1 year; to plan, to organize, and to execute community activities; to attend meetings called by the Chair; to help facilitate and promote a sense of community

**Skills:** organization, ability to work well with others, ability to delegate, some culinary talents

**Gifts:** friendly, supportive, flexibility, generous with time and talents

**Number Needed:** Open-ended

### 3. Gardening Angels

This team of parishioners commit themselves to enhancing the appearance of the landscaped areas of our Church grounds. Their hope is to promote healing of the human soul, to aid us in experiencing God through the beauty and wonder of nature. Also, the Gardening Angels hope that their landscaping renewal will evoke awe, reverence, and inner fulfillment for everyone in the parish, as well as all who visit.

**Commitment:** Minimum 1 year; flexibility to work in challenging seasons and times; willing to share ideas with others;

**Skills:** attention to detail, physically capable, some knowledge of plants and plant care

**Gifts:** administration, communication, patience, selflessness, caring, ability to listening and to reason

**Number needed:** Open-ended

#### 4. Nursery

Our nursery enables parish families the opportunity to attend Mass on Sundays, which gives them the opportunity for spiritual growth while leaving their child in a caring and loving environment. Childcare is provided Sunday mornings for infants at least 6 months old (typically mobile infants) until the child reaches kindergarten age. For programs outside Sunday mornings, Nursery Care might extend through elementary age children. Parents who use the nursery on Sundays volunteer their services so that we can have a successful child care center.

**Commitment:** to monitor the children: to follow Diocese of Richmond policies concerning a safe and ethical environment for our children; to attend all required training; to work with diverse groups, to assist with all tasks, as necessary

**Skills:** decision maker, organizer, communicator, listening and reasoning

**Gifts:** faith in self and others, patience, love for children, flexibility, confidence, generous with time and talents

**Number Needed:** Open-ended

#### 5. Office Volunteers

Volunteers report to the office to help with various office responsibilities, such as bulk mailings, inserting fliers into the bulletin, and so forth.

**Commitment:** Minimum 1 year; flexible days and hours

**Skills:** to collate materials, to fold letters and stuff envelopes, to insert fliers into bulletins, to fold programs;

to pay attention to details, ability to follow directions, ability to work in a group setting

**Gifts:** Patience, organizer, caring, friendliness

**Number needed:** 8

#### 6. Columbaria Trustee Ministry

In keeping with the spiritual and practical changes within the Church, St. Jerome has organized a Columbaria Committee. Our Columbaria Committee will maintain the columbarium program. The cost of sites/niches is also part of the current project, as well as any other assigned responsibilities.

**Commitment:** to attend meetings and/or necessary workshops; to meet with the St. Jerome community, as necessary

**Skills:** ability to organize, visionary, work well with others, ability to follow directions, ability to delegate, ability to articulate ideas

**Gifts:** love of people, compassionate, sincere, selfless

**Number Needed:** 8

#### 7. Web Site Management

✚ Contact Steve Taylor at [stevetaylor@cox.net](mailto:stevetaylor@cox.net).