



Nativity Time and Talent Fact Sheet



Thoughts on Living Life with Purpose.

I don't suppose that there is much in life that human beings find more difficult to bear than a sense of being without purpose. It seems that people can do or endure practically anything, if they can do so with a sense that it means something, that there is a reason for it.

Because that is true, it is really not surprising that for the most of us, our lives are given meaning by those moments when we somehow sort of see through all of the complexity and mystery of life, and, perhaps only for a moment, truly get the point, truly see the purpose behind all that we are asked to do and bear. Such moments are truly revelation. Life is so much more than what it seems to be. There is at work in our lives a tremendous power, a power that is saving, recreating the universe, a power whose presence is far beyond our ability to directly experience, but which nonetheless is so intimately bound up with even the smallest details of our lives, that in fact we are agents of that power. That power is God's creative power that has been poured into our lives and is now at work within those lives. ||
Fr. John Sandell

The following is a short summary of the ministry, training, preparation time and time doing the actual ministry. The symbol indicates family friendly ministries, meaning family members may participate together in the ministry if activities are age appropriate.

Liturgy

Sacristan at Nativity Liturgies

The Sacristan readies the vessels and items needed for the Liturgies and places these in their places before the Liturgy begins.

Training: "Shadow" a Sacristan until comfortable with the process.

Prep time: None

Time: 1-2 hours per week on day scheduled

Liaison: Melissa Woinarowicz

Sacristan at Manor Care

Sacristan sets up for Mass at Manor Care Tuesday afternoon-

Training: Mentored for 2-3 weeks or until comfortable with process

Prep time: 1/2 hour before Mass and 15 minutes after Mass

Time: 1 hour including prep. Time

Liaison: Sr. Sharon Houle

Proclaimer/Petitioner

The Proclaimer carries the Book of the Gospels, proclaims the Word, presents the welcome, petitions and announcements.

Training: Proclaimer Training —1-1/2 hours

Prep time: up to 1/2 hour practicing readings

Time: Takes place within the Mass you attend

Liaison: Melissa Woinarowicz

Usher/Greeter

The Usher/Greeter welcomes people, answers questions, takes collections, may carry up the gifts.



Training: Instruction sheet available

Prep time: arrive 1/2 hour before Mass as scheduled

Time: 1 1/2 hours including Mass

Liaison: Melissa Woinarowicz

Altar Server

Altar Servers assist the priest at the altar before and during liturgy.



Training: 1 hour with training coordinator and then "On-the-job training"

Prep Time: 15 minutes before Mass

Time: 1 1/4 hours as scheduled

Liaison: Melissa Woinarowicz

Eucharistic Minister

Also called the Extraordinary Minister of Holy Communion, the person distributes communion for liturgies

Training: 1 hour training with coordinator.

May serve after receiving Diocesan Commissioning

Prep time: None

Time: Serve at Liturgy you are attending

Liaison: Melissa Woinarowicz

Music

Adult Choir:

Our Adult Choir sings Sundays at the 10:45 liturgy

Prep Time: Each week—1 hour practice Wednesday evenings and 1 hour practice before 10:45 liturgy

Time: Sing during liturgy

Liaison: Melissa Woinarowicz

Contemporary Choir

The Contemporary Choir sings at the 5:00 Saturday liturgy.

Prep time: 1 hour before 5:00 liturgy

Time : Sing during liturgy

Liaison: Melissa Woinarowicz

Daybreak

Daybreak is our high school choir who sings at 9:15 liturgy two times per month.

Prep time: practice 6:30-7:30 pm Wednesday Evenings

Time: Sing during 9:15 liturgy

Liaison: Melissa Woinarowicz

Youth Choir

In the fall, the youth prepare for the Christmas musical. In the spring, they sing once a month.

Prep time: Practice Wednesday evenings from 5:30-6:30 pm

Time: determined by season

Liaison: Melissa Woinarowicz

Cantor:

The Cantor sings as scheduled for liturgies.

Prep time: approximately 1 hour personal time—prepare as needed

Time: During Mass

Liaison: Melissa Woinarowicz

Bell Choir

Our Bell Choir plays once a month as scheduled.

Prep Time: practice once a week, Thursday evenings

Liaison: Melissa Woinarowicz

Worship Environment Preparation

Decorate Worship Space:

Those who decorate the worship space, decorate at the change of the liturgical seasons. Because of this, the team may be asked to set up for holidays the morning of the holiday. For instance, someone may be asked to decorate several times during Holy Week.



No training or preparation needed

Time: approximately 1-3 hours when necessary

Liaison: Pat Callens

Worship Space Cleaning

The worship space is cleaned once a month, on a Saturday, during the school year.



No training or preparation needed

Time: 2 hours

Liaison: Pat Callens

Care of Altar Linens

The tasks for this ministry are to wash, dry, and iron altar linens such as purificators

Training: Basic instructions

Prep Time: None

Time: Scheduled 1 month at a time with

variable amount of time needed to complete the task

Liaison: Melissa Woinarowicz

Sew or Embroider

The white garment for infant baptism is created with love by members of our community. Contact the liaison for more information.



Liaison: Melissa Woinarowicz

Prayer and Outreach Ministries

Prayer Chain

The members of the prayer chain agree to pray for private intentions of those who request prayers.

Training: No training required. Strong emphasis on the confidentiality of the prayer request

Prep time and prayer time are dependent on the style of prayer.

Liaison: Sr. Sharon Houle

Praying the Rosary at Manor Care

Training: mentoring and orientation



Prep time: 15 minutes

before prayer for set up

Time: 1/2 hour for the Rosary and then put things away.

Liaison: Sr. Sharon Houle

Eucharistic Adoration

A gift you give your self is the time you spend in the quiet presence of the Lord.



No training or prep time necessary

Time: 1 hour a week

Liaison: Fr. Kevin Boucher

Eucharistic Minister to Sanford Health South Hospital

Diocesan Commissioning required.

Training: 2 hour minimum or until comfortable with ministry

Prep Time: 15 minutes

Time: approximately 1 hour once a month

Liaison: Sr. Sharon Houle

BeFriender Ministry

BeFrienders is a lay ministry program to provide listening support for people in difficult or transitional situations. BeFrienders meet one-on-one with those in need, to offer a listening presence in a confidential relationship.

Training: 21 hours of training

Preparation and time are flexible according to the situation.

Liaison: Sr. Sharon Houle

Faith Formation /Education

Catechist for Liturgy of the Word at 10:45 Sundays

A catechist team presents the age appropriate readings for the Sunday liturgy to children ages 5-9.



Training: 1 hour meeting

Prep Time: approx. 1/2 hour

Time: 1/2 hour during 10:45 liturgy every other month, September– May-

Liaison: Kathy Bourdon

Help with Faith Formation (Elementary)

A team of catechist share their faith with elementary children.



Training: 2 Wednesday night workshops (total 4 hours)

In-service during the year (2 hrs.),

Safe Environment: 1 hour

Prep Time: 1/2 hour per week

Time: 2 Wednesdays a month for 1 hour a session

Liaison: Kathy Bourdon

ChildCare

Childcare involves caring for young children once or twice a month.



Training: Safe

Environment paperwork-1 hour.

Prep Time: Set up and clean up — 15 minutes before and after session-

Time: 2 hours a month

Liaison: Kathy Bourdon

Faith Formation/Education

Assist with Vacation Bible School

Various opportunities are available for those who want to share in presenting this summer activity.



Training: varies

Prep Time: 10 —20 hours

Time : approx. 12 hours

Liaison: Young Adult Coordinator

Facilitate Small Group Studies

A variety of small groups, discussions, Bible studies, need someone to facilitate the process.

Training: 2 hours

Prep Time: 1-1/2 hours per month

Time: 3 hours per month

Liaison: Kathy Bourdon

Participate on Young Adult coordinating team

Contact the Young Adult coordinator for more information.

Catholic Schools

Volunteer

Opportunities vary. Contact the school for more information.

Faith Formation Service and Outreach

Volunteer for: Youth Spaghetti Dinner

Prep Time 4 Hours

Time: 4 hours

Liaison: Kathy Bourdon



Family Taco Bar and Service

Prep time: 4 hours

Time: 4 hours

Liaison: Kathy Bourdon



Parish Spring Salad Buffet

Prep Time: 8 hours

Time: 8 hours

Liaison: Kathy Bourdon



Sacramental Preparation

Assist couples preparing for marriage

After being trained by the Diocese to use the inventory (FOCCUS or Prepare), couples are assigned an engaged couple to talk with about strengths of the engaged couple's upcoming marriage, For more information please contact the Associate Pastor.

Liaison: Fr. Tom Feltman

Youth Sacramental Preparation

Reconciliation, and/ or Confirmation , and /or Eucharist

Choose one or more retreats to volunteer.

Prep Time per retreat: 1 hour

Time: 3 hours

Liaison: Kathy Bourdon



RCIA team

The team has need for volunteers who would like to be a sponsor, or catechist or who would open their homes to welcome the interested person for supper. Regular classes are Sundays from 9:00-10:30, and joining the 10:45 liturgy following the class.

Prep time and time vary.

Liaison: Chris Steffan



Welcome and Care

Nativity Inclusion Resource Group

Various skill sets and tasks are shared to help all in the parish participate fully in our sacramental life.

For more information or to help respond to the needs of our parish, please contact Chris Steffan.



homes or other welcoming activities. For more information, please call Chris Steffan.

Liaison: Chris Steffan

Assist at the Christmas Party

Please check the website for more information.

Liaison: Duane Koble



Welcome New Members

Help deliver bread to the homes of new members, make welcome calls, invite new members to events, to supper in your



Check blood pressures

The person takes blood pressures and provides healthy life education

Training: trained in taking blood pressures and interpreting results.

Prep Time: 15 minutes

Time: 1/2 hour

Liaison: Sr. Sharon Houle

Providing Rides to weekend liturgies

Required: Driver's license and your own insured vehicle

Prep Time: Call ahead to rider

Time: Flexible

Liaison: Sr. Sharon Houle

Sharing your talents

Baking for funerals and other parish events

Baking for parish events is determined by need.

Liaison: Sr. Sharon Houle

Serving coffee and rolls after Sunday Liturgies

Training: Orientation

Prep time: 15 minutes

Time: shift 1: 8:00 am to 10:30 am, Shift 2: 10:30-am to 12:45 pm

Liaison: Frank LaLonde

Serving meals, and set up and take down are determined by events.

Office Help

The need for office help varies. Opportunities to serve may be to help with bulletin inserts, or it may be to help answer phones. It is on a per need basis.

Training: 15 minute training for answering the phones.

Time: determined by

activity

Some tasks are family friendly, others are not.

Liaison: Frank LaLonde

Parish Care and Upkeep

Tasks such as carpentry work, painting, cleaning, and washing windows, recycling on parish campus are task specific and job specific. Carpenters and painters will be called as needed. Windows are washed once a week. Recycling is picked up as needed.

Liaison: Frank LaLonde

Night Security

Night security checks to make sure the building is locked and everything on campus is ok.

Training: orientation

Time: Scheduled may take 20 minutes to check locks and such.

Liaison: Frank LaLonde

Flowers/Gardening/Landscaping

Caring for plants requires no specific training and is done approximately once a week with the needs of the season



taken into consideration.

Liaison for seasonal flowers and indoor plant care: Pat Callens

Liaison for community garden: Cathy Schwinden

Serve Meals at Dorothy Day House

Purchasing and cooking a meal for about a dozen men and volunteers who choose to eat is the main focus of this ministry.

Training: Orientation

Prep Time: Dependent on the meal you choose to serve.

Time: Serve the evening meal on the 2nd Monday of the month beginning at 6 pm until done.

Liaison: Cathy Schwinden

Serve Meals at Churches United for the Homeless

A Nativity team serves brunch from an assigned menu.

Family friendly beginning at suggested age of 11 for children

Training: Orientation

Prep time: none

Time: Serve the 5th Saturday

of the month. Volunteers may also serve weekday lunch from 11-1 pm but date is not specifically assigned to Nativity team.

Liaison: Cathy Schwinden

Serve meals at the Salvation Army

Serving the mid-day meal is the focus of the Nativity team. Other work involved would be putting out and restacking chairs, wiping tables, sweeping the dining room floors and helping with food preparation. The Nativity team averages 3 people on the team. Families welcome.

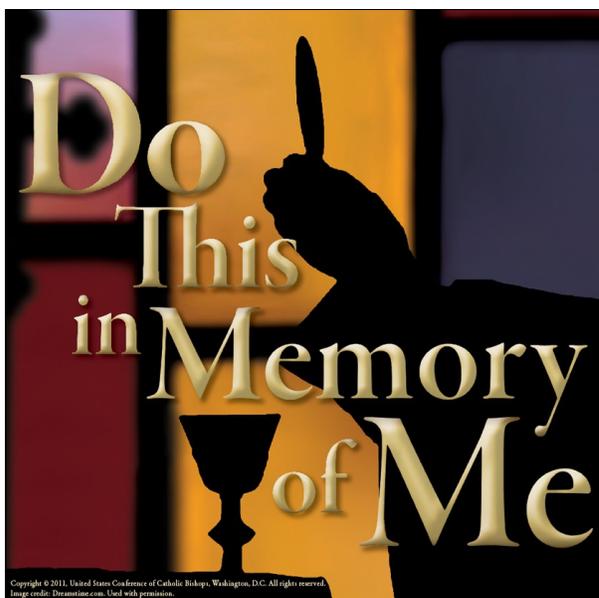
Training: Orientation

Prep Time: None

Time: 10 am until done, serve the mid-day meal the 4th Saturday of the month.

Liaison: Cathy Schwinden

Please contact Cathy Schwinden if you are interested in helping with **social justice activities** throughout the year.



Thank You for sharing your time, talent and treasure.

Staff Liaison phone contact: Nativity 701-232-2414

Fr. Kevin Boucher: Ext. 123

Fr. Tom Feltman: Ext. 122

Bev Nesler, Secretary: Ext. 129

Cathy Schwinden, Social Justice Coordinator: Ext. 136

Chris Steffan, Adult Faith Life Coordinator: Ext. 127

Duane Koble, Director of Administration: Ext. 134

Frank LaLonde, Office Manager: Ext. 120

Kathy Bourdon, Director of Faith Formation: Ext. 124

Melissa Woinarowicz, Liturgy and Music Coordinator: Ext 125

Pat Callens, Assistant to the Liturgy and Music Coordinator: Ext 145

Renelda Hushka, Accounting/Payroll Manager: Ext 135

Sr. Sharon Houle, Pastoral Minister/Parish Nurse: Ext. 126

Young Adult and Youth Ministry Coordinator: Ext. 137

Nativity School Team: 232-7461