

April 14, 2019

Dear Sacred Heart Parish Family,

Following this letter is a new **Time & Talent Survey** that has been created by the members of the Parish Council, in communication and coordination with Father Alex Gabriel, Deacon Chet Zuck, and various leaders and groups in the parish.

The Time & Talent Survey has not been completed since fall 2017. For this reason, an updated form needed to be provided to the parish, but as well, the Parish Council felt the completion of the Church renovation was a good time for the form update to occur.

The Time & Talent Survey is an opportunity for each parish family to reflect on the time and talents you would like to offer our parish over the next year. There are a variety of ministries available to participate in the life of our parish.

You will note that in addition to the form, which must be completed and returned, we have included a description of the available volunteer opportunities. We realize that many in the parish will be familiar with these opportunities already, but some may not and fortunately, we have the blessing of many new parishioners at Sacred Heart since the last Time & Talent Survey was completed. Therefore, we wanted to provide descriptions.

You may also note that many descriptions note "training provided." This is not to imply that any position takes a great deal of time to undertake, but rather, that if you have a genuine interest in volunteering for a role but do not have previous experience, you will be informed so that you can complete your volunteer role with care and attention. And, especially when the role is in assistance to the Holy Sacrifice of the Mass, that you will be informed and trained so that you complete your role with reverence and meaning.

A change to note is that for Mass Liturgical roles, going forward (as soon as the form information is assimilated) we will again assign roles on a MONTHLY basis, except for Music ministry. A calendar for the entire year will be created and provided to volunteers, giving plenty of time for any volunteer to contact a substitute, should the need arise, from a list of volunteers provided.

In closing, even though you may already fill the roles listed, this is a new form and the current data MUST be updated. Therefore, please resubmit a form to allow our parish to accommodate your wishes for use of skills and Mass time preferences.

Please return your completed form as soon as possible! Return your completed form by placing in the collection basket, dropping off at the Parish office, or mailing to 540 N Mill St, Eldon MO 65026.

The Pastoral Council deeply appreciates your prayerful consideration of sharing your time and talents as you complete this form.

Sincerely,

Doris Jenkins, President
Sacred Heart Pastoral Council

Worship & Spiritual Development Commission

This commission coordinates: Liturgy Planning, Training and Seasonal Decoration; Music Ministry; Parish Mission/Lenten Programs; and, Spiritual Ministry to the Elderly and Sick.

“It is in the Liturgy, especially in the divine sacrifice of the Eucharist, that the work of our redemption is accomplished, and it is through the Liturgy especially that the faithful are able to express in their lives and manifest to others the mystery of Christ and the real nature of the true Church.”
(Sacrosanctum Concilium)

Liturgical Performance

Extraordinary Ministers of Holy Communion

Distribute Holy Communion during Mass in an orderly manner; showing great reverence for the Most Holy Eucharist by demeanor, attire, and the manner of handling the consecrated wine. *Training and instruction will be provided. Approval by Bishop required.*

Lector

Proclaim both the first and second readings from Sacred Scripture which precede the Gospel. *Training and instruction will be provided.*

Greeter/Usher

Individuals or Families. Arrive 15 minutes ahead of Mass to welcome and assist parishioners and guests into the vestibule; quietly show parishioners and guests to a seat in the sanctuary, as is necessary; ensure that the sanctuary remains orderly and reverent; take up the collection; select family at each Mass to be gift bearers; help with communion procession; and other such needs. Distribute bulletins after Mass.

Altar Server/Acolyte

Serve at the altar and assist the Priest and Deacon before, during, and after Mass.

Training and instruction will be provided.

Youth must have received the Sacrament of First Holy Communion.

Special Occasion/Funeral Mass Assistance

Adults with flexible schedules can assist the priest and deacon at funeral Masses, baptisms, weddings, altar service, and as extraordinary ministers of Holy Communion at Mass. Volunteers will be called upon to assist as their schedule allows.

Liturgical Praise

Cantor

Adults and youth who possess clarity and beauty of voice. Direct the active participation of the faithful's singing of hymns and responses. *Instruction and guidelines will be provided.*

Choir

Accompany the singing of the faithful whenever sacred action is to be celebrated with song. *Instruction and guidelines will be provided.*

Instrumentalists

Qualified musicians with a firm musical foundation. Accompany the singing of the faithful and truly contribute to their edification using organ, piano, strings, guitars, and other approved instruments. *Instruction and guidelines will be provided.*

Liturgical Preparation

Vestment and Linen Care

Make sure that the vestments and linens are regularly laundered. *Training and instruction will be provided. Time and attention to detail will be required.*

Liturgical Environment & Church Beautification

Ensure a beautiful setting for our Eucharistic celebrations which appropriately reflects the liturgical season, including arranging flowers, hanging banners and other special décor and adornments. *Training and instruction will be provided.*

Prayer

Rosary Leader Before Mass

Lead the Rosary before each Saturday and Sunday Mass, and before each First Friday and First Saturday Mass.

Eucharistic Adoration

Worship before the Blessed Sacrament for one hour on the first weekend of every month. A sign-up board is placed in the vestibule prior to each first weekend.

Liturgy of the Hours – Daily Readings

Commit to praying daily the major hours of Lauds and Vespers and commit to reading the Daily Readings. *Instruction will be provided.*

Prayer Line

Volunteer to be called to pray for the needs of those in our parish.

Outreach Ministry

Ministers of Holy Communion to Care Facilities & Homebound

Assist with the distribution of Holy Communion to the faithful who are unable to keep obligation. *Training and instruction will be provided.*

Rosary Ministry

Take the opportunity to distribute Rosary literature and prayer beads at local care facilities or other appropriate places. *Training and mentoring will be provided.*

Social Concerns Commission

This commission coordinates: Social Services to the Community; Hospitality Toward Newcomers; Funeral Luncheons; Parish Social Events (Picnic, Santa's Workshop, Giving Tree); and, Ministerial Alliance participation.

The Social Concerns Commission is responsible for promoting and coordinating programs that provide opportunities for charitable works and social activities within our parish.

Knights of Columbus

An international organization with local councils that sponsor many fund raising activities to support several charitable foundations. Knights meet monthly (third Monday of month) and collect \$37/year for combined local/state/national dues. Members are asked to volunteer for at least one project or five hours annually.

Lady's Altar Society

Plans and prepares funeral dinners for families of deceased parishioners; also provide annual celebratory breakfast for parish graduates, first communicants, adults new to the Church through RCIA, and new families in the parish. Main fundraiser is Citizen's Bank Christmas dinner (cook meal and serve approx. 350 people) and host spring garage sale. Meetings are held the second Thursday of month; dues \$2/year.

Spring Again

Fellowship and social activities for seniors in the parish and community. This group meets third Wednesday of the month from 8:30 to Noon and provides time for fellowship amid puzzles, games, cards and carry-in lunch.

Young Men's Group

Provides fellowship and faith sharing to become stronger Catholics for their families, their church and their community. Meets monthly.

Young Women's Group

Leadership is needed to help launch this program for our parish. It could include single/married young women and expectant/new/experienced moms. Once leadership is in place, this group will provide fellowship, faith sharing and support for these mothers.

Funeral Luncheons

Contribute groceries for the funeral luncheons if called. (Ex. Head of lettuce, loaf of bread, dessert) or could be available through the day to help prepare and serve at funeral dinners if called.

Visiting Priest/Mission Guest Meals

Assist in providing meals for visiting priest during communal penance services during Advent and Lent and also for guests providing missions for the parish.

Volunteers are needed to prepare part of the meal (meat, side, dessert) and/or organize and serve these dinners.

Food Pantry

Local food pantry is staffed by volunteers from several area churches. The last Monday of the month is designated as Sacred Heart's day. The obligation is from 8:30am-2:30pm.

Rides to Mass

Provide rides to weekend Masses for those unable to drive themselves.

Santa's Workshop

This event takes place in our church hall where volunteers have set up a shopping experience for needy children in our community. Volunteers wrap gifts, gift donations for gifts, makes cookies, etc. Sign-up sheets are placed in the vestibule prior to the event.

Giving Tree

Takes place during Advent. The names of needy families are submitted to the church office. Parishioners can choose a family or individuals to buy Christmas gifts for.

Parish Picnic

The major parish fundraiser, where all able-bodied parishioners are asked to work a shift. Activities include a meal, raffle, rummage sale, auction, children's games and bingo. This event calls for all hands on deck with a week of preparation and set up before the actual day along with cleanup and tear down following day.

Outreach to Newcomers

Leadership is needed to launch a program for new parish members as well as inactive members. Once leadership is in place, volunteers will be needed to assist in developing and promoting a successful plan.

Christian Education Commission

This commission coordinates: Youth Ministry; Youth Religious Education (including Pre-school and Grade School Parish School of Religion (PSR)/Confirmation) and Adult Religious Education (including RCIA).

For all PSR volunteer roles, VIRTUS Protecting God's Children training required (online or in-person). Other training and instruction provided.

PSR/Confirmation Catechist

Pass on the Catholic faith to the youth of our parish! This is a great experience for parents and retirees who wish to impact the lives of our young people. Time commitment is about two hours per week from September to April. Substitute teachers are available for weekends you will be out of town or cannot teach for some reason.

PSR/Confirmation Catechist Assistants

Confirmed High School Students and Adults. Serving as an assistant will allow you to interact with our young people while providing assistance to the catechist. A great service experience for confirmed teens who may want to teach in the future.

PSR/Confirmation Catechist Substitutes

Act as a substitute for catechist, in the case of absence. Sometimes due to sickness, but usually due to travel or schedule conflict and arranged in advance of date.

Youth & Family Activity Planning

Volunteer to coordinate a youth/family social activity in the parish. Such ideas could include bowling, roller-skating, hayrides, etc.

Totus Tuus Summer Youth Program

One week during each summer, usually in middle July. Youth program (grades 1-6) occurs Monday-Friday, from approximately 8am-2pm. Teen program occurs Sunday-Thursday, from approximately 7-9:30pm. Adult and teen volunteers needed for the day program and adult chaperones for the evening program, as well as volunteers to provide dinner for the team each night.

RCIA (Rite of Christian Initiation for Adults)

For non-Catholics who want to learn more about our Catholic faith and possibly become members of our Church and for current Catholics wishing to strengthen their knowledge of the faith. Volunteers also are needed to sponsor confirmands.

Parish Leadership Opportunities

This group of parish volunteers serves as advisors to the pastor. The councils are involved in planning to meet the needs of the parish with a vision for the future and a strong basis in stewardship.

Pastoral Council

The Pastoral Council works in cooperation with and offers advice to the Pastor with respect to matters relating to the pastoral and spiritual well-being of the parish; investigate the needs, ideas, goals, and hopes of the faith community; encourage and support existing ministries; evaluate the parish's success in carrying out the Church's mission; coordinate and support

the parish commissions; and communicate with the parish faith community regarding all of its work. Term is three years, with parish-wide elections held to choose members.

Finance Council

The Pastoral Council works in cooperation with and offers advice to the Pastor with respect to matters relating to the financial well-being of the parish. Term is three years with Council members selected through a discernment process upon vacancy of a member.

Parish Support Opportunities

These opportunities to participate in the life of the parish do not fall under any specific commission but assist with parish operations.

Office Volunteer

Adults/Teens. Help in the parish office with a variety of projects including stuffing weekly bulletins on Friday mornings and assisting with bulk and other mailings. These jobs are done during business hours on an "as needed" basis.

Flower Gardens & Grounds

Many volunteers are needed in late spring to beautify the grounds through the clean-up and planting of flowers and to perform periodic flower bed maintenance during the summer and early fall.

Handyman/Building/Carpentry Work

Volunteers in the areas of woodworking/carpentry, painting, electrical, plumbing, or other skills may be needed from time to time or for special projects.

Collection Money Counters

Count money in collection basket after each Mass. *Training and instruction will be provided.*

Sacred Heart Catholic Church Eldon • Time & Talent Survey • 2019

Please review the attached descriptions of opportunities available and then complete this form accordingly, placing an "X" in the ministry that fits your interests and talents. Please complete this for the adults and children (of age to fulfill role requirements) for your entire household.

Family Information

FAMILY LAST NAME			
Home Mailing Address			
Phone Number(s)			
	PRIMARY (MOBILE <input type="checkbox"/> YES <input type="checkbox"/> NO / RECEIVE TEXTS <input type="checkbox"/> YES <input type="checkbox"/> NO)		SECONDARY (MOBILE <input type="checkbox"/> YES <input type="checkbox"/> NO / RECEIVE TEXTS <input type="checkbox"/> YES <input type="checkbox"/> NO)
Email Address(es)			
	PRIMARY		SECONDARY
Adult(s) First Name			
	ADULT 1		ADULT 2
Child(ren) First Name <i>Include any last names if different from above Family name</i>			
	CHILD 1	CHILD 2	CHILD 3
	CHILD 4	CHILD 5	CHILD 6

Worship & Spiritual Development Commission

LITURGY	FIRST NAME	4:30pm Mass, SAT	10am Mass, SUN
Extraordinary Ministers of Holy Communion			
Greeter/Usher			
Lector			
Altar Server/Acolyte			
Special Occasion/Funeral Mass Assistance			
Cantor			
Choir			
Instrumentalist			
Vestment & Linen Care			
Liturgical Environment/Church Beautification			
PRAYER/OUTREACH			
Rosary Leader before weekend Mass			
Eucharistic Adoration			
Liturgy of the Hours			
Holy Communion Ministers to Care Facilities & Homebound			
Rosary Ministry			
Prayer Line			
For Liturgical roles, please note any specific month(s)/date(s) you do not wish to be scheduled (out of town, extended travel, etc). These roles will be assigned on a MONTHLY basis, except for Music ministry.			

Social Concerns Commission

OPPORTUNITY	I already participate	I am interested in participating
Knights of Columbus	<input type="checkbox"/>	<input type="checkbox"/>
Lady's Altar Society	<input type="checkbox"/>	<input type="checkbox"/>
Spring Again	<input type="checkbox"/>	<input type="checkbox"/>
Young Men's Group	<input type="checkbox"/>	<input type="checkbox"/>
Young Women's Group		<input type="checkbox"/>
Funeral Luncheons	<input type="checkbox"/>	<input type="checkbox"/>
Visiting Priest/Mission Guest Meals	<input type="checkbox"/>	<input type="checkbox"/>
Food Pantry	<input type="checkbox"/>	<input type="checkbox"/>
Rides to Mass	<input type="checkbox"/>	<input type="checkbox"/>
Santa's Workshop	<input type="checkbox"/>	<input type="checkbox"/>
Giving Tree	<input type="checkbox"/>	<input type="checkbox"/>
Parish Picnic	<input type="checkbox"/>	<input type="checkbox"/>
Outreach to Newcomers		<input type="checkbox"/>

Christian Education Commission

OPPORTUNITY	I already participate	I am interested in participating
PSR Catechist	<input type="checkbox"/>	<input type="checkbox"/>
PSR Catechist Assistant	<input type="checkbox"/>	<input type="checkbox"/>
PSR Catechist Substitute	<input type="checkbox"/>	<input type="checkbox"/>
Youth & Family Activity Planning		<input type="checkbox"/>
Totus Tuus Summer Youth Program	<input type="checkbox"/>	<input type="checkbox"/>
RCIA (Rite of Christian Initiation for Adults)	<input type="checkbox"/>	<input type="checkbox"/>
Please note if you have a grade/age preference (grade/high school only or specific grade level):		

Parish Leadership Opportunities

OPPORTUNITY	I already participate	I am interested in participating
Pastoral Council	<input type="checkbox"/>	<input type="checkbox"/>
Finance Council	<input type="checkbox"/>	<input type="checkbox"/>

Parish Support Opportunities

OPPORTUNITY	I already participate	I am interested in participating
Office Volunteer	<input type="checkbox"/>	<input type="checkbox"/>
Flower Gardens & Grounds	<input type="checkbox"/>	<input type="checkbox"/>
Handyman/Building/Carpentry Work	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please specify</i> <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Woodworking/Carpentry <input type="checkbox"/> Painting <input type="checkbox"/> Other:		
Collection Money Counters	<input type="checkbox"/>	<input type="checkbox"/>

Additional Questions

Is there something not currently offered at Sacred Heart that you feel would strengthen the faith life or participation in the church? Please specify if so:

Does your professional vocation provide professional skills that could be offered as needed to the church (e.g. attorney, accountant, doctor, graphic designer, photographer, etc.)? Please specify if so:

Would you participate in a regular Adult Education/Study Program in the future? Yes No

Would you like Father to make a pastoral visit to your home in the future? Yes No