

# MINISTRY GUIDE

ST. SYLVESTER R.C. CHURCH ~ 68 OHIO AVENUE, MEDFORD, NY 11763

PARISH OFFICE: (631) 475-4506

FAITH FORMATION OFFICE: (631) 475-8191

OUTREACH OFFICE: (631) 475-3871

STEWARDSHIP OFFICE: (631) 475-4506

## GIFTED AND CALLED TO LITURGY

### ALTAR LINENS

This ministry insures that all cloths and linens used at Mass and liturgical ceremonies are properly laundered.

### LECTORS

This ministry proclaims the word of God, and leads the general intercessions at our weekly and daily liturgies and various celebrations throughout the year.

### ALTAR SERVERS

A wonderful opportunity for the younger members of our community to assist in the life of the parish. Boys and girls in fourth grade or above are welcome.

### LITURGY AND ENVIRONMENT

This ministry helps create an artful and expressive environment that is conducive to worship evoking a sense of awareness of the different liturgical seasons.

### EUCCHARISTIC MINISTERS

Those involved in this ministry assist the priest in distributing Holy Communion at Mass, to the homebound and nursing home.

### USHERS/GREETERS

Men, women and teenagers, who assist at weekend Masses and other services by greeting parishioners, helping with seating, taking up the collection, and guiding the people to Communion. Members meet periodically for ongoing formation and scheduling.

“Each of you has been blessed with one of God’s many wonderful gifts to be used in the service of others.  
So use your gifts well.”

1 Peter 4:10

## **GIFTED AND CALLED TO FAITH FORMATION**

### **BAPTISM BIBS**

Members of this ministry make baptismal bibs, representing the white garment worn by early Christians after Baptism. It is a sign of innocence and the new life of Christ.

### **BAPTISM GREETERS**

Members assist at Sunday Baptisms by setting up items needed for the ceremony, welcoming the families and attending to them.

### **BAPTISMAL PREPARATION TEAM**

Assists parents and godparents in gaining a fuller appreciation of what it means for their child to become a member of the Christian community through the Sacrament of Baptism.

### **CATECHIST**

Catechists are gifted with faith and the ability to share that faith creatively with children and adults (see RCIA). They facilitate and lead faith formation sessions using age appropriate material provided by the parish. Catechists are also willing to further their own personal faith growth by attending Diocesan and other local workshops. Training is provided.

### **CHILDREN'S LITURGY OF THE WORD**

Our parish invites children (levels specified in the bulletin) to experience the Liturgy of the Word in their own environment and language. During the 10:30 a.m. Sunday Mass, adult scripture-sharers read and share the Sunday readings with the children as well as create an aura of worship at a level the children can appreciate.

### **HALL GUARDIANS**

Hall guardians are present in the atrium of the parish center while classes are being held. They welcome parents and children, answer questions, and direct classes and parents for special activities. Most importantly, Hall Guardians support the parish's commitment to the safety and protection of the children and adults who are in the building. Training is provided.

### **MARRIAGE PREPARATION**

Members of this ministry offer sessions to develop strong faith and communication skills needed for marriage in today's world. Training is provided for new members of this ministry.

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

Provides a welcoming environment for those who contemplate full membership in the Catholic faith. A team of greeters, scripture-sharers, catechists and sponsors provide support, faith formation and hospitality.

### **STEWARDSHIP COMMITTEE**

Members of this ministry are devoted to discovering and communicating the theology and spirituality of stewardship. They invite others to participate in parish activities, plan annual renewals of time, talent and treasure and are responsible for ministry celebrations.

### **YOUTH MINISTRY LEADERS**

Provide retreats, trips, dances and other social activities for our young people. A balance of spiritual and social activities, including community service and prayer, is offered for the youth of today's Church and the Church of the future.



# GIFTED AND CALLED TO PASTORAL CARE

## BREAD MINISTRY

Volunteers gather at Parish Outreach on Friday mornings in the spirit of friendship and hospitality to sort and distribute bakery goods to families in need.

## BILINGUAL

This ministry provides Spanish-English translation for our own faith community as well as for those who call upon us for assistance.

## CLIENT SERVICES

This very vital ministry assists the Outreach Director with the case management of clients. They advise the Director and participate in many of the Outreach events such as “Back to School” and “Promised Gift.”

## DIVORCED AND SEPARATED SUPPORT

This ministry acts to support those within our community who are going through the pain of separation or divorce.

## LAZARUS MINISTRY OF CONSOLATION

This ministry offers, on behalf of the parish, comfort and hope to the families of someone who has died. Lazarus Ministers guide the family in preparing the funeral liturgy, and also act as greeters and booklet makers.

## MINISTRY OF PRAYER

The homebound who are unable to attend Mass or other services are invited to feel a part of the community by praying. They are asked to pray, using their own style and words, for specific intentions that are left in petition boxes in the church and parish center. Active parishioners are also invited to join this ministry. A welcome folder & quarterly book of prayers are sent to each home.

## OUTREACH SPECIAL EVENTS

During the year, Outreach sponsors “special events” designed to assist families in need within our community. Among these programs are: Back-To-School, Thanksgiving Food Distribution and Christmas Promised Gifts. Those involved in any of these programs coordinate and facilitate assembly and distribution of the food and/or gifts provided by the program.

## SEEDS OF FAITH & JUSTICE

The purpose of this ministry is to educate the entire community about, and advocate for, concerns related to Catholic social teaching (i.e. welfare reform, fairness in employment, adequate day care, housing, right to life, etc.)

## THRIFT SHOP

Assist in the sorting, displaying & sale of clothing and small household items that are made available to families at nominal cost.

## TRANSPORTATION

Volunteers provide transportation in a variety of ways:

- Pick up and deliver food as needed.
- Provide rides to local stores, doctors, banks, etc.
- Provide rides to weekend Mass.

“The Spirit of God is upon me  
because He has chosen me to bring  
good news to the poor.”

Luke 4:16-22

## GIFTED AND CALLED TO MUSIC

### LEADERS OF SONG

Those who lead our parishioners in song during weekend Masses and special Liturgies must do so prayerfully and joyfully, recognizing that their ministry is not to give a performance but to bring those attending Mass closer to God through participation and song. Please see our Music Director, Larry Lang, after Mass, or leave word at the parish center if you feel you are being called to this ministry.



## A SHORT HISTORY OF ST. SYLVESTER'S CHURCH

Nature, chance, opportunity, and faith have combined to create the parish of St. Sylvester.

Medford began in 1897 at the junction of an old dirt road and a new railroad track. Sixteen years later, right near the station, a tiny Catholic mission was built at the corner of Long Island Avenue and Route 112. The end of World War II brought boom times and the population soared. The highway was widened and the church was pulled back thirty feet, split across its width, and enlarged by a section inserted in its middle.



Soon even that proved too small. In 1949, the mission became an independent parish and a new church was dedicated on Ohio Avenue on Christmas Eve 1953. The church was itself expanded in the 1970's, and we have recently completed a major renovation of this structure.

Optimism has always been part of our heritage. Today the parish registers more than 4200 families and has countless dedicated individuals sharing their time and talent in a wide variety of ministries. We characterize ourselves as ***“A community praying, growing, serving and welcoming in Jesus Christ.”***

## **GIFTED AND CALLED TO PARISH LIFE AND ACTIVITIES**

### **BUILDINGS AND GROUNDS**

Assists with the setting up of tables and chairs for various parish events, as well as light snow removal, painting, etc.

### **SENIOR CIRCLE OF FRIENDS**

Provides opportunities for our senior parishioners to gather for social time and fun activities. They meet the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of the month at 12:30 pm.

### **COLLECTION COUNTERS**

This ministry provides an important part of our commitment to Stewardship by being responsible for counting the treasure offered by our parishioners.

### **COLUMBIETTES**

An organization of unified women who encourage devotion to the Blessed Mother, perform works of charity, and promote Catholic values, community and social activities.

### **DRAWING CLASS**

This still-life drawing class meets weekly and is open to all who wish to get in touch with their artistic gifts. Previous drawing or painting experience is not required.

### **FINANCE COMMITTEE**

This committee's purpose is to provide guidance to our Pastor in regard to financial accountability and management of the parish funds. Members prepare the annual operating budget and quarterly review the financial status.

### **GARDEN CLUB**

This group creates beauty by planting and maintaining flowers and bushes on our extensive parish grounds. A love of gardening and enjoyment of the outdoors is a necessity.

### **HOSPITALITY**

Sharing our hospitality and friendship with parish members, The Hospitality Committee serves refreshments in a cheerful and welcoming environment. Sunday hospitality is offered each month.

### **LITTLE ANGELS PLAY GROUP**

Pre-school children and their family caregivers meet weekly for creative play, music and social interaction.

### **PARISH POST OFFICE**

Several times a year, this ministry gathers to prepare large mailings by folding, stuffing, sealing and sorting.

### **RESPECT LIFE COMMITTEE**

This ministry's goal is to promote a greater respect for the dignity of all life, and seeks an end to abortion in our country.

### **SCRIP SELLERS**

Those in this ministry sell supermarket gift certificates (SCRIP) after weekend masses in the church upper lobby. Scrip is a significant means of raising funds for the parish as we receive a percentage back on all cards sold with no additional cost passed on to those who purchase them.

### **WATER COLOR ARTISTS**

Expand your creativity, relax and socialize. Water color artists, beginners and experienced, paint under the guidance of a professional. Art shows are held annually, with proceeds benefiting our Church.

## KNIGHTS OF COLUMBUS

The Knights of Columbus is an international brotherhood of Catholic laymen that conducts fundraising for worthwhile charities. They assist in various projects by organizing and conducting special events that promote spiritual growth and family welfare.

## PRAYER SHAWL MINISTRY

A monthly gathering for the making of shawls and lap blankets to reach out with prayer and care to others who are hurting or in need of a special blessing. This ministry strives to bring God's love through the comfort of handmade items.

## SOCIAL ACTIVITIES "FUN RAISING"

Provides opportunity for parishioners to gather together for social fellowship by sponsoring dances, theater trips and other parish events.

## WELCOMING NEW FAMILIES

New families are given welcome packets with important parish information and are encouraged to become involved in parish life.

"Serve the Lord with gladness."

Psalm 100



## GIFTED AND CALLED TO SHARE YOUR TALENTS

COMPUTER:

WEBSITE MAINTENANCE

DATA ENTRY

GRAPHICS

FINANCE

LAWYER

NURSE / EMT

OFFICE ASSISTANT – TELEPHONES & FILING

PAINTER AND/OR DECORATOR

PHOTOGRAPHER

SEWING AND CRAFTS

SKILLED CRAFTSMAN/TRADESMAN

SOCIAL WORKER

WRITER

## GIFTED AND CALLED TO PRAYER

CHARISMATIC PRAYER GROUP

EUCCHARISTIC ADORATION

THIRD ORDER OF THE CARMELITES

LEGION OF MARY

MEN'S PRAYER GROUP

MINISTRY OF PRAYER

WOMEN'S PRAYER GROUP

"We are called to serve one another, to walk humbly with God."

Micah 6:8

**The Parish Community of St. Sylvester RC Church**  
**Time and Talent Response Form**

**God has gifted you in many ways. Please reflect and pray about the many opportunities at St. Sylvester's Church where God may be calling you to share your gifts. If you are interested in a particular ministry or activity, check that box and you will be contacted. This form may be duplicated for members of your family, or additional copies may be obtained at the Parish Center. You are truly gifted by God.**

Name _____	Telephone: Home _____
Address _____	Cell _____
_____	E-mail _____
Please check one:    _____ Adult        _____ 13 to 18        _____ 12 and under	
Are you currently participating in a parish ministry?    _____ Yes        _____ No	

Interested  
Recommit

***Liturgy***

- Altar Linens
- Altar Servers
- Eucharistic Ministers
- Lectors
- Liturgical Environment
- Seasonal Missal Changers
- Ushers/Greeters

***Music***

- Music Ministry
- Community Dance Band

Interested  
Recommit

***Faith Formation***

- Baptism Bibs
- Baptism Greeters
- Baptismal Preparation
- Catechists
- Children's Liturgy of the Word
- Marriage Preparation
- Rite of Christian Initiation (RCIA)
- Stewardship Committee
- Youth Ministry Leaders

***Prayer***

- Charismatic Prayer Group
- Eucharistic Adoration (Holy Hour)
- Legion of Mary
- Men's Prayer Group
- Ministry of Prayer
- Prayer Shawl Ministry
- Third Order of Carmelites
- Women's Prayer Group        →

Interested  
Recommit

### ***Parish Social Ministry/ Outreach***

- Bread Ministry
- Bilingual
- Client Services
- Divorced or Separated
- Lazarus Ministry of Consolation
- Promised Gift (Christmas)
- Seeds of Faith & Justice
- Thrift Shop
- Transportation

### ***Talents & Skills***

- Bakers
- Crafts & Sewing
- Carpentry
- Computer:
  - Website Maintenance, Data Entry,  
Graphics
- Finance
- Lawyer
- Nurse/EMT
- Office Assistant - Telephones & Filing
- Painter & Decorator
- Photographer
- Skilled Crafts/Trades (electrical, plumbing, etc)
- Social Worker
- Writer

Interested  
Recommit

### ***Parish Life & Activities***

- Buildings and Grounds
  - Table & Chair Set-up,  
Snow Removal, etc.
- Circle of Friends (Seniors)
- Collection Counters
- Columbiettes
- Communications
- Drawing Class
- Finance Committee
- Garden Club
- Hall Guardian
- Hospitality
- Knights of Columbus
- Little Angels Play Group
- Parish Post Office
- Respect Life
- SCRIP Sellers
- Ecumenical (Interfaith) Ministry
- Social Activities "FUN" Raising
- Watercolor Artists
- Welcoming New Families



Have you considered sharing your gifts with others? If you have any questions, call Lori Zito in the Stewardship Office at 475-4506.