Church Management

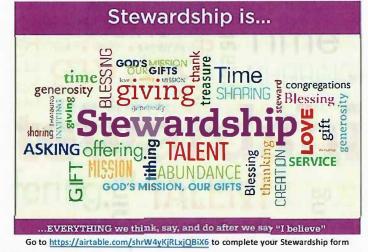
- Building Maintenance make recommendations on facilities maintenance.
- Church Cleaning serve on one of several teams that clean the church.
- Collection Counter count weekly collection, prepare bank deposit.
- Communication Committee responsible for communication within the parish and with the local community and public including church signage, communication between liturgical ministries, advertisement and promotion of parish events, maintenance of bulletin boards, the message center, and the parish website.
- Finance Committee prepare parish budget working with the Parish Council and diocese.
- Grounds Beautification maintain and approve any changes to the Parish grounds.
- Parish Council represents the Parish in considering, planning and reflecting as a group on Parish actions.
- School Cleaning serve on one of several teams that clean the school building.
- Stewardship encourage Parishioners to participate in the life of the church by sharing the gifts of time, talent and treasure God has given them, maintain a list of people serving in each ministry.

Family Life

- Fellowship refreshments after Mass prepare, organize and serve refreshments for hospitality after Mass.
- Food Sales prepare and sell foods after Mass to support the DSA and Latino Ministries.
- Help with Social Activities help to plan and organize social events for the Parish.
- Parish Festival help plan, organize and staff the Parish Festival.

St. Francis of Assisi

Brief Description of Parish Ministries



Liturgy

- Altar Care maintain linens, cleaning and ironing as needed.
- Altar Servers typically young people who have received First Communion, assist at Mass, carrying crucifix or candles, assisting priest during Mass readings and Communion.
- Church Environment tend cut flowers and live plants in the church; work with Father Steve as needed and requested to appropriately decorate/arrange the worship spaces for liturgy.
- Eucharist serve the cup during Holy Mass.
- Gifts bring the host and wine from the back of the sanctuary to altar where they are received by the priest.
- Reader read the first and second readings, the Responsorial Psalm if the cantor requests, Prayers of the Faithful if the Deacon is not present and Parish announcements.
- Music
 - Vocal announce songs and lead Mass singing (may be acapella or with accompaniment).
 - Instrumental accompany vocal musicians in leading Mass music.

- Usher greet people as they enter the building, offer guidance to visitors (restrooms, etc.), count attendees, pass baskets for gifts, and provide guidance during Holy Communion.
- Mass Coordinator assure that all scheduled ministers are present, get substitution ministers as needed.
- Sacristy Care maintain supplies of candles, wine, hosts notifying the office when running low, setup for Communion.

Spiritual

- Adoration commit to spending 1 hour per week with the Lord, if that is not possible you can always drop in when you can, anytime between Sunday at 12:30 PM through Saturday at 4:30 PM.
- Adult Education teach or participate in an adult Bible class.
- Annulment Preparation help people prepare documents to submit to church tribunal to receive an annulment.
- Baptism Preparation prepare parents and Godparents for a child to receive the sacrament of baptism.
- Faith Formation
 - Assistant help the class teacher in teaching a Faith Formation class.
 - Parent Coordinator act as a coordinator between the Faith Formation Director or teacher and the other parents for that class.
 - Substitute Teacher be available when a teacher is not available; this may be with 2-3 weeks notice for a scheduled absence or short notice due to sickness or an emergency.
 - Teacher lead a class in Faith Formation, prepare the direction for each class, give tests as needed, assure children learn the assigned materials.
- Interpreters translate English to Spanish or Spanish to English as needed during Mass and meetings.
- Marriage Preparation help couples to prepare for the sacrament of marriage.

- RCIA Team Members share our faith and teach adult seekers about the Catholic church and its teachings, prepare them to receive the sacraments of initiation.
- Young Adult Ministry help young adults grow in their faith.
- Youth Ministry work with high school aged young people, helping them to grow in faith as they socialize and do service projects.

Pastoral Care

- Sick/Homebound visit and take the Eucharist to sick and homebound parishioners.
- Yokefellow contribute non-perishable groceries and/or work with Yokefellow organization.
- Bereavement Team coordinate, prepare and serve luncheon to family members following a funeral Mass.
- Lenoir Soup Kitchen work with the soup kitchen serving meals to the less fortunate.
- Crisis Prayer Team receive email notifications of prayer needs in the St. Francis faith community, pray for those needs.

Community Life

- Emaus Hombres Spanish Men's Emaus Group.
- Emaus Mujeres Spanish Women's Emaus Group.
- Emmaus Men English Men's Emmaus Group.
- Emmaus Women English Women's Emmaus Group open meetings for all women in the parish.
- Knights of Columbus open to Catholic men over 18 years of age.
- Welcome Committee this committee needs to be developed. Interested parishioners may decide how best to welcome new parishioners into the St. Francis of Assisi parish family.
- Young Adult Group spend time with other young adults (college age to mid-30's) growing in faith, socializing and doing service projects.