

# St. Andrew Parish Ministry Handbook

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## St. Andrew Parish

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**THE STEWARDSHIP GUIDE**  
**TO MINISTRIES AND**  
**PROGRAMS AVAILABLE**  
**THROUGH**  
**ST. ANDREW PARISH**

*Before you were born, I dedicated you (Jer 1:5)*

Through the Sacrament of Initiation, the Holy Spirit has bestowed on us gifts that are intended to enhance the life of the Church and the lives of our brothers and sisters. As a member of our parish community, you are invited to share your gifts and talents in at least one of our parish ministries or activities.

At St. Andrew Parish, we embrace and celebrate Christian Stewardship as a planned, proportionate response of our time, talent and treasure to our loving and gracious God. In addition to prayer, worship and love of neighbor, we are called by God to volunteer our time in church and community activities that help others and promote justice. We truly understand that God has given each of us the ability and gifts to do certain things well and we are to develop those talents for the building of the parish community. We are happiest when we are using our gifts.

We invite you to pray about sharing your talents and gifts with your Saint Andrew Parish community.

Below are descriptions of the various ministries here at St. Andrew Parish.

**LITURGICAL MINISTRIES**



**Altar Servers**  
**694-2170**

The Altar Servers are very important in the liturgy. During the Mass they assist the celebrant and help prepare the altar as well as add to the solemnity of the liturgy. This ministry is open to boys and girls who have made their First Communion and are at least in the 4th Grade.

Requirements for an Altar Server:

- be of sufficient maturity
- deep respect and knowledge of the Mass
- a willingness to learn the procedures for assisting at Mass.
- **arrive 15-20 minutes ahead of time.**

Training is offered twice yearly.

**Lectors**

**Mark Merrill      694-9805**

A lector proclaims the Word of God during the liturgy and leads the General Intercessions as well as other prayers or litanies as the liturgy may require. Any confirmed Catholic of high school age or older is invited to serve the parish in this ministry.

Requirements for a lector:

- a deep reverence for the Word of God
- careful preparation beforehand so that the Word is proclaimed in a fitting manner
- a willingness to be present for lector formation classes
- arrive at the church 15 minutes ahead of time.
- ability to be present at assigned times or find a suitable placement.

**Extraordinary Ministers of the Eucharist**  
**Cindi Nenahlo      696-2375**

An Extraordinary Eucharistic minister assists the celebrant in the distribution of Communion to the faithful at the liturgy. Extraordinary Eucharistic ministers often transfer the Eucharist from tabernacle to altar and purify the sacred vessels after communion.

Requirements for a Eucharistic Minister:

- a deep respect and reverence for Christ present in the Eucharist
- arriving 15 minutes before Mass
- attendance at training sessions
- presence at assigned liturgies or finding a suitable replacement.

**Art and Environment**

**Tamea Isham      688-3671**

The Art and Environment Ministry complements the worship space and the church building with decorations that highlight the liturgical calendar and enhance the worship environment. When needed, this ministry works closely with other groups in the parish in the planning and carrying out these goals.

### **Mass Greeters**

**Cathy Medland 696-8624**

Greeters are present at the entrance of the church before weekend Masses to greet and welcome parishioners and guests to the Mass celebration. Requirement: A happy, smiling face and being at the church 20 minutes before the Mass is all you need.

### **Altar Linens**

**Janet Toenes 694-3931**

This ministry includes washing and ironing the altar linens used during the Masses. The albs and surplices need cleaning occasionally. The number of volunteers determines how often you will be asked to help but generally it is 3 hours per week for 1 month of the year for the linens and 3 hours every 2-3 months for the albs.

### **Ushers**

**Raymond Brady 694-2415**

Ushers guide and assist parishioners to their seats, are alert to their safety, help them to be comfortable in church, and direct them to the reception of the Holy Sacraments. Typically an usher hands out bulletins, maintains good order and responds to special or emergency situations. Ushers assist volunteers in bringing the gifts to the altar.

Requirements for an Usher:

- a caring and hospitable person
- arrive at the church at least 15 minutes prior to the start of Mass
- attention to detail
- willingness to be present when assigned or find a suitable replacement
- attend one training session during the year.

## **MUSIC MINISTRY**



Music and song are an essential part of liturgical worship here at St. Andrew Parish. Everyone is encouraged to praise the Lord in song. The purpose of the choir is to lead the congregation in singing. Cantors are those who lead the congregation in singing acclamations and responses during the liturgy. Those who play some musical instrument are strongly encouraged to add their talents to our music ministry.

Requirements for choir members:

- the ability to sing or at least the willingness to learn
- the willingness to be present for practices
- the willingness to be present for liturgies where the choir will assist
- the willingness to notify the choir director when you must be absent from a practice or ceremony.

At St. Andrew Parish we are blessed with an incredible outpouring of musical talent encompassing a number of musical styles and instrumentations. We encourage you to stretch your musical wings and join one of the following groups:

### **Contemporary Ensemble**

**Travis Harrington**

(Saturday 5:30 P.M. Mass)

The Contemporary Ensemble sings at the 5:30 P.M. Vigil Mass each Saturday. Instrumentalists arrive at 4:00 P.M. and singers arrive one hour prior to Mass. The Contemporary Ensemble sings year round. This group draws from a variety of instruments and sings 2 to 5 part harmonies. Instrumentalists should be fairly accomplished on their instruments and singers need a good heart and ear for music.

### **The Celebration Choir**

**Debbie Kontess 694-4486**

(Sunday, 10:00 A.M. Mass)

The Celebration Choir makes use of a variety of contemporary and traditional styles to enrich the 10:00 a.m. liturgy. As we grow, we are looking to complete our ensemble with four part harmony and singers who can read music and harmonize. We also welcome anyone with an ear and love for music and a desire to praise God in song. Practices are held Sunday mornings at 8:30 a.m. with additional rehearsals as needed.

### **Sunday Evening Choir**

**Terry Michalski**

(Sunday 7pm)

The Sunday evening choir sings at the 7pm Mass every Sunday Year Round. Adoration and Benediction precedes the Mass at 6pm. Practice begins at 5:30 pm. All voices welcome

### **Other Music Ministries -**

Instrumentalists including woodwinds, brass, strings and percussion are needed to join our choirs for weekend and special liturgies. Instrumentalists will rehearse with the choirs to enhance prayer and worship especially during high

liturgical seasons. Cantors are members of the choirs who also lead the congregation at weekend and special liturgies. If interested, contact the director for the choir that you are interested in.

## MINISTRIES OF PRAYER



### **Eucharistic Adoration with Exposition** **Virginia Marquez 632-0272**

This ministry establishes and maintains adoration of Jesus in the Blessed Sacrament 24 hours a day, 7 days a week. Adorers are asked to devote one hour per week before the Blessed Sacrament. Division Leaders take responsibility for coordinating time blocks. Substitutes are also needed.

### **Rosary Prayer Group** **Lila McEwen 622-1943**

Please come to pray the rosary (the Basic Cencle Format) for peace. We are meeting in the church every Thursday for about forty-five minutes starting at 6:00 P.M. Thanks for responding to Mary's call to pray the rosary!

### **Prayer Chain** **Jackie Augustine 694-4771**

The Prayer Chain consists of three groups of people; one for the day-time hours; one for the evening hours, and an email prayer chain. If someone would like prayers for a special intention, for the sick, dying, etc., they call the primary contact who will pass it on to the daytime prayer chain, the evening prayer chain or the email group. Those two people call two more people and so on and so on. By the end of each chain, there are quite a number of people praying for that special intention. If you are unable to reach the person on your list, then that person is skipped and you go on to the next one so the chain keeps going. Many people have called and said "miracles" have happened as someone has recovered when there was no hope.

## MINISTRIES OF SERVICE



### **The Pastoral Council**

The Pastoral Council assists the Pastor in guiding and coordinating the life of the parish community by advising him in matters that affect the life and spirit of the parish. Membership of the Council is representative of the parish.

### **Finance Council** **Phil Santerre 688-1028**

The Finance Council is an oversight body mandated by Canon Law and the Archdiocese of Anchorage for the purpose of monitoring fiscal resources and advising the Pastor on developing the parish budget and the utilization of parish financial resources. It consists of six members appointed by the Pastor in recognition of their Financial, business or legal expertise and the Parish Accountant, who is an advisory member. The Council meets on the 3rd Thursday of the month or as needed.

### **Stewardship Committee**

The Stewardship and Development Committee is responsible for advising the Pastor on developing and fostering the principles of good Christian Stewardship in the parish. The Committee is also responsible for creating strategies for the development of gifts of treasure to ensure adequate financial resources for the support of the work of our parish. The committee educates the parish about God's Word on Stewardship and provides direction for utilizing the gifts of time, talent and treasure for the Kingdom of God. It supports and encourages all of us to strive to live as good Christian stewards.

Membership on the committee is for all interested parishioners.

### **Facilities Committee** **Art Isham 688-3671**

The Facilities Committee is responsible for advising the pastor on matters of maintenance, repair, upgrade, and management of physical facilities of the parish. These facilities include the church building and surrounding grounds and the parish house and surrounding grounds.

Membership on the committee is for all interested parishioners. While it is not necessary for committee members to have skills in the construction industry or building trades, parishioners with such backgrounds are encouraged to join. All committee members and officers serve for a term of one year which may be renewed for up to five years. The committee meets every other month, or as needed.

### **Liturgy Committee**

**Mark Merrill 694-9805**

The Liturgy Committee is responsible for advising the pastor on matters pertaining to the public celebrations of the faith in the Parish and helping plan liturgical and devotional celebrations that ensure the full, conscious and active participation of all who come here to worship in faith.

Membership on the committee is for all interested parishioners. The Liturgy Committee includes:

- the parish music directors
  - a representative from the RCIA
- the coordinator of each liturgical ministry (servers, lectors, ushers, Eucharistic ministers, art and environment)
  - at least two at-large members from the parish

The committee meets once a month.

### **Church Cleaning**

**Larry Ward – 696-2393**

Keeping our church clean and in order is an ongoing job. No one is hired to do this. Volunteers do all the cleaning and maintenance around the church. This is an opportunity for individuals or families to be of service to their parish.

## **FAITH FORMATION AT ST. ANDREW PARISH**

As Catholic Christians, our faith formation is a lifelong process, one that takes place within the context of the larger community. Ideally, because of the liturgies and celebrations we participate in, the classes we take, and the way we live our lives, we will continue to be formed in our faith for as long as we live.

### **Some Characteristics of Formation:**

- Sunday Mass is the most important gathering of the Christian community.
- The total parish is involved in learning and sharing about the faith. Everyone is formed for apostolic work. Every age in the parish is involved, not just children and youth.
- Creating and fostering a Catholic atmosphere in our homes is very important. The home is where faith is formed on a continuing basis. Families are the domestic church.

### **Formation happens in many ways:**

- Most especially during Liturgy
- During the homily at Mass
- In preparing for sacraments
- In structured sessions and classes
- In the everyday life of the home
- By sharing faith in small groups
- In service for others, whether as an individual or group, a parish setting or in the family
- In discussions with others.

### **Faith Formation Classes 2018-19**

- Classes PreSchool through 9th grade
- Tuesdays, 6:30- 7:40 p.m., Gruening Middle School
- Confirmation will join with the High School Youth Ministry Sun. 4:30-6:30
- Adult Bible Study Group, Wednesdays( at church) 10:00—12:00 noon,
- Contact Margaret (694-2170) for further information

### **Confirmation**

**Margaret Holtz 694-2170**

Confirmation is the sacrament in which, through the laying on of hands, anointing with chrism, and prayer, those already baptized are strengthened by the Holy Spirit in order that they may profess the faith and faithfully live up to their profession. They are enriched with the gift of the Holy Spirit, and are more closely linked to the Church. In order to conform to the Archdiocesan guidelines for Confirmation, youth who seek to be confirmed should be enrolled in the parish faith formation program, with a history of continuous faith formation, and have a personal desire to receive the sacrament.

**Vacation Bible School**  
**Margaret Holtz 694-2170**

Vacation Bible School is an exciting week-long great adventure that allows young and old alike to "become like children". The students range in age from those old enough to have completed one year of preschool to those who have just completed the 5th grade. Children learn Bible verses and Bible stories, participate in crafts and games, music and activities, play and prayer. If you are young-in-years or simply young-at-heart, we are looking for you. This event takes place one week during the Summer.

**The Rite of Christian Initiation for Adults (RCIA)**

**Mark Merrill 694-9805**

RCIA is the process that the Catholic Church uses to instruct those seeking to become part of the Catholic Church. The instructional periods involve weekly classes, discussion groups, days of prayer, Mass attendance and biblical study. To journey with those inquiring is a wonderful opportunity and a great blessing. Members of the parish are encouraged to help out either as a member of the RCIA team, a catechist for Extended Catechesis who helps "Break Open the Word" during Mass each week, a support person, a sponsor to one of the participants or as a designated prayer support person. The RCIA is one way to answer God's call to evangelization. If you have family members, friends or co-workers who have indicated an interest in learning more about the Catholic faith, contact a team member.

**Catechists / Catechist Aids**

**Margaret Holtz 694-2170**

Catechists help to form both children and adults in their Catholic faith. Duties of a catechist include lesson preparation, sharing of faith and communication with students and their parents.

Catechist Aids assist in the classroom, but are not responsible for lesson preparation.

**Faith Formation Helpers**

**Margaret Holtz 694-2170**

Much preparation is needed for each week's classes. Helpers may make copies, cut out or assemble materials, or even collect or create items needed for class. Occasional filing of records may also be needed.

**Men's Bible Study**  
**Will Goolsby 854-9354**

The men's Bible Study group meet to help develop a deeper understanding of sacred scripture, and how to use the teachings imbedded in scripture in our daily lives.

**Adult Bible Study**

**Mireya Lee 694-4443**

**Cathy Medland 696-8624**

This co-ed Bible study uses Catholic materials to study Scripture. This year we are using the Great Adventure Series "Acts – The Spread of the Kingdom." Participants decide on meeting time & place, which currently is offered Wednesday mornings after Mass (9:45-12:00 noon); and Thursday evenings 7-9 p.m. Location for both groups in the Mother of God Chapel.

**MINISTRIES OF FELLOWSHIP**

**Hosts for Sunday Coffee**

**Larry Ward 696-2393**

This ministry is very important for those who love those donuts and coffee after the 10:00 am Masse on Sunday mornings. It involves setting up the table with donuts and making the beverages as well as cleaning up .

**Knights of Columbus Council 9830**

**Ken Kutney 223-3141**

The Knights of Columbus is an organization open to any Catholic gentleman 18 years of age or older who is a practicing Catholic and in good standing with the Church. It is dedicated to promoting the virtues of charity, unity, fraternity and patriotism. This organization is involved in helping the parish, youth and families, as well as the community. There are many opportunities to volunteer and you may be as active as you would like to be. The Knights sponsor monthly breakfasts and conduct fundraising events to help seminarians and to provide scholarships to the youth going to college. Their business meeting is held on the second Wednesday of every month.

**Ladies of St. Andrew Parish**

**Pam Yeargan 694-2571 Karen Hay 694-2624**

If you are a lady of the parish (from Jr. High on up) this group is for you! Meetings (2nd Saturday morning of the month) and other events are announced in the bulletin, and include educational, craft, service and spiritual sessions. This is a wonderful opportunity for us to get to know each other and support each other, so please come whenever you can.

**MOMS of St. Andrew**  
**Donabelle Shepherd (702) 994-9269**

MOMS is a parish-based ministry for moms who are searching for meaning in their vocation of motherhood. Whether you are a new mom, experienced mom, single mom, married mom, or a woman involved in the care of children.

**Parish Life Ministry**  
**Renee Henry 694-3580**

This committee's privilege is fellowship. These are volunteers who are interested in planning and facilitating the social events which enhance our parish life and promote community within the parish. Meetings and other sessions are scheduled on an as-needed basis.

**Single Parent Fellowship**  
**Ann Marie Gool 227-4516**

You are not alone! Through our Catholic Faith and the guidance of the Holy Spirit, our mission is to support each other in the journey through grief. Our intention is to dynamically move forward in our daily struggles to become a more stabilized, peaceful family unit. Come and bring the kids

## **YOUTH MINISTRIES**

**St. Andrew Youth Group**  
**Margaret Holtz 694-2170**

St. Andrew Youth Group is open to young people from grades 6-12. The youth learn about the Catholic Faith through various activities and discussion with designated small groups. A variety of activities are scheduled during the year.

**Boy Scouts**  
**John Woyte 230-9299**

Boy Scout Troop 229 meets on Thursday nights from 7:00 - 9:00 P.M. The Boy Scout program is for boys who have completed the fifth grade and are at least 10 years old, or are 11 years old, or have earned the Arrow of Light Award and are at least 10 years old. Maximum age is 18. Volunteer leaders assume roles that match the time they would like to give. All interested adults at least eighteen years old are invited to become a 'scouter'.

**Cub Scouts**  
**Guy Hayes 854-6901 638-9728**

Cub Scout Pack 229 (Tiger Cubs through Webelos) meets weekly during the school year. Boys who are in first through fifth grade are invited to join the Cub Scouting program. Adult volunteers are also needed and welcome.

**American Heritage Girls**  
**Kristyne Montero 406-1925** The American Heritage Girls (AHG) is a faith-based Christian Scouting organization  
The AHG group meets weekly on Wednesdays from 4 to 6 pm at St. Andrew.

**Girl Scouts**  
**Christa Wallace 688-2389**  
Girl Scout Troop 664 meets twice a month at St Andrew.

## **OUTREACH MINISTRIES**

**Brother Francis Shelter**  
**Robyn Scales 229-8439**  
Brother Francis Shelter serves homeless adults in our community. Once a month St. Andrew parishioners provide sandwiches which are delivered to the shelter and are given to people who have employment for that day. Sandwiches are collected on the 4th Sunday of the month.

**Bereavement Support Group**  
**Rachel Giannulis 696-0535**  
**Mary Jo Iagulli 696-1787**  
The Bereavement Support Group is a ministry to those whose lives have been touched by death. The ministry offers support at the time of death through providing a repast following a funeral, and assisting the family in other ways such as making pick-ups from the airport or offering emergency child care.

**Clare House**  
**Mary Ellen Harrington 688-3007**  
Clare House is an emergency shelter for homeless women and women with children. St. Andrew Parish provides meals on the second Wednesday of each month. Food is brought to the church on Wednesday morning and volunteers deliver it to Clare House.

### **Elizabeth Ministry**

**Jo Martin 688-4882**

The Elizabeth Ministry is an international movement designed to support women and their families during the joys, trials and sorrow of the childbearing years and beyond. Elizabeth Ministry's mission is to cherish children, encourage families and build community. We offer peer support, mentoring, spiritual nourishment, and educational and inspirational resources. We are not experts; merely faithful volunteers who offer peer support and friendship by sharing our presence, stories and experiences.

### **Food Pantry**

**Paul Zaragoza 694-5987**

The ministry of supporting the Eagle River Food Pantry involves the collection and distribution of food that is donated for the needy of the area. You are welcome to help by donating food to the pantry in the box in the narthex, as well as by volunteering two to three hours a week distributing food every three to four weeks.

### **Eucharistic Ministry to the Homebound**

**Marian Maroney 694-5030**

Eucharistic Ministers to the Homebound provide friendship and spiritual support to the homebound, persons in assisted-living and nursing homes. The Extraordinary Ministers of the Eucharist take the Eucharist to those unable to attend services at the parish. A commitment of four hours per month is required.

### **Hospital Visitation**

**Joe Beaty 694-3104**

Hospital Visitation is a small group of caring volunteers who provide friendly visits and spiritual support to those who are in the hospital. The time commitment involves a few hours a week. Because of HIPAA laws, parishioners or their family need to notify us if going to the hospital.

### **Love INC**

**Virginia Marquez 632-0272**

**Marguerite Culhane 694-6408**

Love In the Name of Christ (Love INC) is an interdenominational Christian organization whose mission is to mobilize the Church to transform lives and communities in the Name of Christ. Love INC has a central clearinghouse that works with clients in need. Volunteers from member churches provide assistance in many different ways. Love INC's philosophy is to provide "a hand up, not a handout."

### **St. Andrew Meal Ministry**

**Barb Peters 696-4164**

This ministry is low on time commitment, but BIG on appreciation! When you help with the meal ministry, you are telephoned on an occasional basis to provide a meal for a parish family. The family might have a member who is ill, in the hospital, or recuperating at home. Meals are simple -- they can even be half of a doubled recipe for your own family!

### **Respect Life**

**Rashae Johnson 854-2997**

This ministry is for all Catholics united in preserving and promoting the sanctity of life. The ministry focuses through prayer, fundraising, public education and action to promote and protect the dignity of human life from conception through natural death.

### **Welcoming Ministry**

**Kristyne Montero 406-1925**

Members of this committee speak personally to each one of our newcomers and welcome them to our parish family. They also provide useful church information that explains the many activities and opportunities available to members of the St. Andrew family.

## **OTHER SERVICE OPPORTUNITIES**

In addition to the ministries of St. Andrew Parish, there are many other opportunities for service in the community that may be of interest

### **Catholic Social Services Agencies**

#### **Refugee Assistance Program**

Supports individuals requiring assistance in these areas. Call 222-7376.

#### **McCauley Manor**

A long-term residential home for homeless teenage girls. Call 250-5020.

#### **Charlie Elder House**

A residential home for teenage boys. Call 250-5020

#### **Adoption and Pregnancy Services**

Provides support for pregnant women in need. Call 222-7316.



**Special Needs Respite Services**

Drop off day care for children with physical and developmental disabilities. Call 222-7309.

**St. Francis House**

Helps families in need with food, clothing and other assistance. Call 222-7323.

**OTHER VOLUNTEER OPPORTUNITIES****Bean's Café**

Serves lunch and other meals to those in need. Call 274-9595

**Covenant House Alaska**

Provides safe place for runaway and throwaway teenagers. Call 272-1255

**Habitat for Humanity**

Seeks to eliminate poverty housing by working with willing families to build affordable homes. Typically, the Catholic community builds one or two houses a year. Call 272-0800

**Providence Hospital**

Many opportunities to volunteer exist at Providence Hospital. Web address: <http://www.providence.org/alaska/community/volunteer.htm>. Call 562-2211.

**Prestige Assisted Living**

Prestige is a 90-bed long-term-care facility needing groups or individuals. Call 333-8100