

ST. AUGUSTINE PARISH

2010 TIME & TALENT CATALOG

In our continuing effort to assure our children are not at risk, St. Augustine Catholic Church abides by both national and diocesan guidelines and policies including required VIRTUS training for volunteers. These sessions are scheduled frequently throughout the Richmond area. To register online go to www.virtusonline.org. If you have any questions, please feel free to call the parish office.

ADMINISTRATION – Caroline Honings, Business Manager

Building and Grounds Committee

This committee advises and assists the Business Manager to assure the smooth operation and care of the parish facilities including care and upkeep of parish buildings and Buildings & Grounds. Meetings are held the 2nd Thursday of each month.

Grounds and Landscaping Subcommittee

This subcommittee of the Buildings & Grounds Committee consists of volunteers to do hands-on landscaping and maintenance of the flowerbeds around the church, office and rectory. Landscaping Subcommittee meets every 3rd Saturday of each month at 8:00 a.m.

Safety Committee - (co-sponsored with Katharine Anderson)

This committee assists in maintaining a safe environment for our children and all that come to St. Augustine Church. Their efforts are done through awareness programs, screening, education, monitoring and building safety. This committee meets once a month.

Office Volunteers

Individuals who can volunteer several hours once a week, every other week, or on an occasional basis, as needed, to assist our parish secretaries in a variety of ways. No experience necessary.

JUSTICE & PEACE - Katharine Anderson, Coordinator of Outreach and Justice & Peace

CARITAS(Congregations around Richmond Involved to Assure Shelter)

One week during the year, homeless persons from around Richmond come to St. Augustine for food, shelter and hospitality. Volunteers are needed to plan for the week, prepare and serve meals and stay in the church during the night. **Watch the bulletin for short-term Stewardship information and sign-ups.**

Food Pantry Distribution

The Food Pantry is a resource for needy parishioners and county residents with emergency food needs. Volunteers are needed to distribute food on Saturday (9:00 a.m.), put away food after each Mass, and help stock shelves after food delivery. This ministry requires a commitment of 1 hour per month.

Giving Tree

St. Augustine has a long-time commitment of placing needs of the less fortunate in the area, needy parish families and children of prisoners (Angel Tree), onto cards and hanging these cards on a Giving Tree located in the Commons in preparation for Christmas. Parishioners are asked to take a card, purchase the named item and place the card and gift under the tree. Participation in this parish-wide event is open to all. Watch for the Giving Tree, the first week of Advent. Volunteers are needed to sort gifts in preparation for agencies to pick them up. Sorting usually takes place after the 1:00 p.m. Mass the third Sunday of December. Commitment time is approximately 1 hour depending on the number of volunteers. **Watch the bulletin for short-term Stewardship sign-ups in November and early December.**

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Justice & Peace Committee

This committee plans, implements and coordinates the social justice ministry of the parish. It helps the parish to meet the needs of the poor, the oppressed and the vulnerable (who cannot defend themselves), and to transform social structures through legislative advocacy, peace making and other efforts. This ministry encourages parishioners to build a culture of social justice and citizenship through their family, work and citizenship. Commitment consists of attending monthly meetings and supporting the committee to educate and assist parishioners in a growing understanding of Jesus' call to justice and peace.

Legislative Advocacy Committee

This committee works in cooperation with the Office of Justice and Peace of the Diocese of Richmond, Virginia Catholic Conference and the Virginia Interfaith Center for Public Policy (VICPP) to shape in a non-partisan way public policies that conform with Catholic social teaching. The committee contacts local and national public officials by telephone, visits and letters at critical times during the legislative process to make these officials aware of the Church's position on policies dealing with issues such as abortion, capital punishment, poverty, homelessness, immigration reform, the environment, to name a few.

Men's Shelter Meals

Volunteers of this ministry prepare food at home and deliver it to our parish kitchen to be delivered to and served at the Men's Shelter in downtown Richmond on the fourth Sunday of every month. Commitment varies depending on the scope of involvement. **PLEASE INDICATE IF YOU PREFER TO PREPARE, DELIVER OR SERVE THE FOOD.**

Poor Box Breakfast

This breakfast meal is sponsored by Knights of Columbus Council 6189 and served after the 9:00 a.m. Mass on the third Sunday of each month. Breakfast is prepared by our own parish-famed chefs. Proceeds from this meal are donated to our parish food pantry. Volunteers are needed to set up and clean up the hall and/or assist in cooking or serving. Commitment will vary depending on scope of your involvement.

Prison Ministry

This ministry provides visitation and Scripture Sharing with women inmates at the Diversion Center the 1st and 3rd Saturday mornings at 9:00 a.m. Clearance required and training provided.

Transportation

Volunteers are needed during the day and on the weekends to drive fellow parishioners who need transportation during the week to doctor's appointments and to mass on weekends. **PLEASE INDICATE WHETHER YOU ARE AVAILABLE DURING THE WEEK AND/OR ON WEEKENDS.**

Emergency Shelter Team and Volunteers:

The shelter team is composed of Parishioners interested in helping those who need temporary shelter due to an emergency. We are trained by the Red Cross and respond to requests for help from the Red Cross. The Red Cross may ask the pastor for the OK to set up a shelter at St. Augustine or request that our team operate a shelter in Richmond or the surrounding counties. Join our planning team that meets regularly or become a volunteer to help staff the shelter when called. St. Augustine has served as a shelter for the Red Cross annual disaster training exercise.

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PARISH PASTORAL COUNCIL - Rev. Msgr. Michael Schmied, Pastor

Parish Pastoral Council

This ministry is open to confirmed adults willing to provide insight and advice to the pastor on non-financial matters. Visibility throughout the parish is needed to serve in this capacity. Membership is selected through a discernment process in which the Holy Spirit guides our decisions. Commitment is to serve a 2-3 year term with quarterly council meetings and an annual retreat.

PARISH LIFE – Caroline Honings, Business Manager

Bingo

This parish fund raising group hosts weekly Bingo games for the general public on Friday evenings. Funds raised are used primarily for our St. Augustine building fund, but are also used towards Justice and Peace in our community. Commitment consists of working one evening every 5th week from approximately 6:00 p.m. to 10:30 p.m. Training is provided.

Bingo Kitchen Team

This team provides concessions every Friday evening during the Bingo session. Food and drinks are sold to the general public. Commitment consists of working one evening every 5th week from approximately 6:00 p.m. to 9:00 p.m.

Boy Scouts

St. Augustine sponsors Troop #888, which meets every Wednesday evening at Church. The troop is open to boys ages 12-18. They help with parish and community projects. Adults are needed to assist with troop activities and one additional monthly adult meeting.

Cub Scouts

St. Augustine sponsors Cub Pack #850, which meets every Thursday evening at Church. The pack participates in parish projects and offers boys in grades 1-5 an opportunity to learn more about sportsmanship, morals and ecology, while enjoying group activities. Adults are needed to assist with troop activities and one additional monthly adult meeting.

Hospitality Committee

The purpose of this committee is to greet and welcome all to our parish and provide brief written information about our parish and committees. This committee does this by providing hospitality after mass on the 4th Sundays of each month with refreshments in the commons.

Knights of Columbus – Bishop Ireton Council #6189

An organization of area Catholic men meeting to share fellowship, family and charity. Monthly meetings are held at the Bishop Ireton Center on Courthouse Road. Major fund raising efforts are Bingo games held at the center.

Pantry Keepers

Next to our spacious kitchen, we have a nice large paper pantry. However, with so many people using the kitchen, the pantry frequently gets cluttered with dishes that need to be returned after pot luck dinners, things don't get put away where they belong, stale chips and crackers, etc., need to be thrown away, paper products, trays and baskets need to be re-stacked neatly. Sometimes the counters in the pantry need to be washed off and the floor swept. Can you spare a couple of hours quarterly for this great service to our parish family? Commitment: 4 times a year. The kitchen and pantry are used by every group. There is an urgent need for help quarterly to keep this pantry clean and orderly.

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Parish Picnic

The biggest social event of the year! This annual event brings families and friends of the parish together to share in fun, fellowship and food. Help is needed with planning, publicizing, selling food tickets, decorations, games, and set-up/clean-up. The parish picnic requires a varying commitment.

Watch the bulletin for information and Short-Time Stewardship sign-ups to help with our annual parish picnic.

Party/Reception Connection

Like to party? Like to eat? Well this is for YOU! Need volunteers to provide food for special events and/or to assist with set-up/clean-up for various party/reception events.

Photographers

Enjoy taking pictures? Volunteers are needed occasionally for various parish functions, i.e., First Eucharist, Confirmation, Parish Picnic, Easter Vigil, etc., on an as needed basis.

Roving Retirees

An ecumenical group of retired individuals and couples who meet at St. Augustine on the 1st and 3rd Thursday mornings of each month for fun and fellowship.

Women's Guild

An opportunity for women of the parish to enjoy fellowship and craft making on Tuesday mornings and Wednesday evenings. Crafts are offered for sale at the annual bazaar. Occasional business meetings are held. Group also assists, as needed, with parish receptions and other special events.

STEWARDSHIP – Vic Owen, Volunteer Coordinator for Stewardship

Adopt a Highway Program

St. Augustine parish has adopted Hopkins Road from Old Lane up to Old Hopkins Road. Volunteers are needed approximately 4 times a year to help keep it clean. **Watch for Details in the bulletin, and for Short Team Stewardship sign ups.**

Stewardship Committee

This committee is responsible for planning and carrying out the annual Stewardship commitment process (inviting you to share your gifts of time, talent and money). An ongoing education reminding the parish that sharing our gifts is responding to the call of the Gospel. We are only caretakers (not owners) of the gifts with which God has graced us. Commitment varies. There are regular meetings surrounding the annual commitment process and on an as needed basis for other projects. A minimum two-year commitment is desirable.

Welcoming Committee

Individuals needed who are interested in making new parishioners feel welcome. Commitment involves helping to welcome new parishioners during orientation held on the 3rd Sunday of each month after the poor box breakfast. Commitment is monthly and as needed.

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PASTORAL CARE – VARIOUS CONTACTS (please contact the office)

Funeral Ministry

Volunteers are needed to prepare the church for funerals; placing the pall over the pew near the baptismal font, opening hymnals on the front pews where the family sits to the Gathering Hymn. Putting stands in place for Book of Life and Guest Book, prepare altar, light candles, etc. etc. Training is provided.

Helping Hands

This group provides funeral receptions for parishioners who have suffered the loss of a family member. Assistance is needed in providing a covered dish upon request, setting up the church hall, serving food and cleaning up after receptions.

Ministry to the Sick

This ministry provides visitation and brings the Eucharist to the homebound of the parish, patients at Chippenham Hospital and residents of Lucy Corr Nursing Home, Chippendale Retirement Center, and the Bon Secours Retirement Community at Ironbridge. St. Augustine parish is responsible for taking Eucharist to Chippenham Hospital on the even months of the year (February, April, June, August, October, and December). Training is required and provided. **PLEASE INDICATE PREFERENCE FOR HOMEBOUND, NURSING HOME OR HOSPITAL VISITS.**

FINANCE COUNCIL – Kirk Orris, Chairperson & Caroline Honings, Business Manager

Finance Council

This ministry is open to confirmed adults willing to provide insight and advice to the pastor on financial matters. Visibility throughout the parish is needed to serve in this capacity. Commitment is to serve a 2-3 year term with monthly finance council meetings.

Money Counters/Data Entry

Confirmed adults who are members of the parish are needed to count and categorize the various collections each Sunday. Additional members are needed to enter the financial giving records into the Parish Data System. Commitment is typically once a month from 10AM to 1PM on Sunday.

CHRISTIAN FORMATION - Eileen Brown, Pastoral Assoc. for Christian Formation

Adult Confirmation Team

Adults are needed to join a team working with parishioners preparing for the Sacrament of Confirmation. They may minister as team members, sponsors, or provide hospitality.

Baptism Preparation Team

Adults are needed to join a team working with parishioners when they bring their children to be baptized. Training and support will be provided as you participate. We encourage all parishioners, including single, experienced parents, young parents and parishioners without children, to join this ministry.

Christian Formation Committee

Needed are people who can assess and envision parish needs for the future. They will meet with Christian Formation Program teams as needed throughout the year. This requires a desire and ability to brainstorm, vision, and enable others in ministry.

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Children's Liturgy of the Word

These ministers prepare for, and preside over the Liturgy of the Word for our children who are dismissed during Mass. With materials provided and training, these people help little ones hear the gospel proclaimed each weekend, and learn more about how we worship as Catholics. Any confirmed parishioner with an interest in liturgy and a gift for working with children is welcome to join this team. Presiders are scheduled in teams of two for the 9:00 and 11:00 a.m. liturgies. **PLEASE NOTE YOUR MASS PREFERENCE—9:00 or 11:00 a.m.**

CICCA Team

Christian Initiation of Children of Catechetical Age is a spiritual and education program for children (grade 2 & up) who desire full initiation into the Catholic Church and are unbaptized. Volunteers are needed to lead weekly preparation classes, plan liturgical events and provide fellowship/sponsorship.

L.I.F.E. (Living In Faith Everyday)

This faith journey is for all members of our faith community. The sessions are held one Sunday a month immediately following the 9am Mass and last approximately 2 hours. This journey is year 'round. Children and adults (within peer centered groups) learn age appropriate themes that flow out of our Scriptures from the Liturgy and the Liturgical Year and are the basis of our Catholic faith. In addition, all participants will receive information packets for the remaining weeks each month to reflect on and utilize at home, school, work, and in the greater community. Participation in this faith journey is required for one full year prior to beginning preparation for the Sacrament of Eucharist or Confirmation.

We are looking for volunteers to fill the following positions:

Planning Team Members

Volunteers to help plan sessions for children, youth and adults for the monthly sessions of L.I.F.E.

Hospitality Team Members

Volunteers to help plan for, set up and clean up hospitality during our monthly L.I.F.E. sessions and to welcome participants as they join us each month.

Children's Catechists

Volunteers who will facilitate children's L.I.F.E. sessions once a month. (Children will be separated into various age groups beginning from our youngest members of the church through age 11.)

Youth Catechists

Volunteers who will facilitate youth L.I.F.E. sessions once a month. (The youth will be separated into various age groups beginning from 12 years of age through 12th grade.)

Adult Catechists

Volunteers who will facilitate adult L.I.F.E. sessions once a month. (Adults will include 12th grade confirmed students through all ages of adults.)

****It is our desire to have large enough teams of catechists to allow all catechists to participate in the Adult L.I.F.E. sessions at least 6 times each year.***

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First Eucharist & Reconciliation Team

Adults are invited to teach and share the meaning of the Eucharist. Training and support are provided. This ministry requires a commitment of two evenings from September through April, two mini-retreats, planning sessions, and First Eucharist liturgies.

Journey Home Team

Volunteers are needed to assist those who are alienated and/or separated from the Church and who seek to be understood and to understand. This ministry requires a commitment to planning sessions and meetings.

RCIA Team

The Rite of Christian Initiation of Adults is a program through which adults can join the Catholic Church. Team members and sponsors are needed to help in providing instruction, support and hospitality. This ministry requires a commitment to weekly meetings from August through Pentecost and other involvement as needed.

RCIA Dismissal Facilitators

Confirmed adults are needed to facilitate weekly dismissal sessions for adults joining the church. Training and materials provided for a commitment, which is one or two hour-long sessions from October to April.

Vacation Bible School Coordinators

One or two adults are needed to coordinate the many facets of Vacation Bible School. This commitment includes organizing meetings for workers, order and distribute resources and schedule the week's activities. Training and support available for this ministry.

Vacation Bible School Volunteers

Adults and high school youth are needed to plan and implement a weeklong summer program, which includes bible study, art and crafts, hospitality and music.

YOUTH MINISTRY - Angy Acosta, Pastoral associate for Youth and Young Adult Ministry

Activities Chaperones and Drivers

This ministry is open to adults who are willing to provide transportation and/or serve as chaperones at our various youth activities.

Confirmation Facilitator

This ministry is open to adults and confirmed Senior High School students who are willing to share facilitate, and connect faith and life experiences with young people preparing for the sacrament of Confirmation. We will provide books, resources, support, training and community for all facilitators. Commitment is twice a month, October through April, one two-day retreat, and planning sessions.

Freedom House

For approximately eight years, St. Augustine has been sending volunteers to Freedom House to help serve dinner on the 4th Tuesday of every month. Each month we need 6-8 youth and 2-3 adult drivers. A great way to serve those in need and continue a very proud tradition.

Senior High School Reflection Group

Rising seniors gather for fellowship and to dialogue about faith issues of mutual interest relevant to their and future plans after high school.

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Youth Council

The council consists of both youth and adults and is charged with the responsibility of leading the parish's ministry to, for, and with, youth in grades 9-12. All positions are open to any youth or adult in the parish community.

Youth Group Adult Advisor

Adults are needed to provide leadership as an advisor and collaborator to our Parish Youth Group. Commitments are meetings one Sunday a month to facilitate meetings and as needed for drivers and chaperoning.

YOUNG ADULT MINISTRY – Angy Acosta, Pastoral Associate for Youth and Young Adult Ministry

Young adults (over 18) interested in becoming part of a group with vision for today and tomorrow in a spirit of fun and fellowship. Assist in setting calendar dates and planning activities for this group. High enthusiasm and energy are required.

WORSHIP – Msgr. Michael S. C. Schmied, Pastor

Altar Guild

These are behind the scenes folks. They have different jobs; washing communion cups and plates after each Mass, washing and ironing altar linens, polishing brass, checking vestments and server robes to be sure they are cleaned and repaired when necessary and other relevant projects as needed.

Altar Servers

Any member of our parish family from 4th grade to adult, are invited to this ministry. There is a training/refresher course offered each Fall, and special sessions for Easter Triduum services and Christmas Masses. These ministers help the presider during liturgy at the chair and altar. ***Additional Altar Servers are urgently needed for all masses. PLEASE NOTE YOUR MASS PREFERENCE—the 5:30 p.m., 9:00 & 11:00 a.m.***

Art & Environment

This committee is responsible for decorating the Church year-around. Participation enables you to learn about the liturgical year, liturgical colors, symbols, etc. It is especially necessary to have a team of people to help with the major setting up and taking down decorations for Advent, Christmas, Lent and Easter. This committee is in need of people who enjoy being a part of keeping the Church aesthetically pleasing.

Cantors

Cantors lead the assembly in the sung prayer of the liturgy. The cantor may have solo experience, but it is not necessary. A cantor might be scheduled on their own, or as part of a team. They may, but need not, be members of the choir as well. They meet for education and practice on a monthly basis from September to June. ***PLEASE NOTE YOUR MASS PREFERENCE—the 5:30 p.m., 9:00 & 11:00 a.m.***

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CHOIRS

Adult Choir

This enthusiastic group helps our parish family to “make a joyful noise!” They prepare the music for worship each Wednesday evening at 7:00 p.m. They also prepare choral pieces to be prayerfully performed at Mass. They sing on a rotating schedule at each Mass. You may have sung in a choir before, but it is not necessary to have done so. Commitment is twice a week’ rehearsal on Wednesday and the choir Mass on the weekend (September through May). There are occasional extra rehearsals for and attendance at special liturgical celebrations as they arise.

STAR Choir – Singing Together And Rejoicing

Star Choir was formed to give the children and youth of our parish an opportunity to become actively involved in the liturgy (liturgy meaning, “by or for the People”). **We are now extending an invitation to all ages of our parish.** Come join us in sharing your gifts and love of music as we endeavor to become a mixed choir with a new style of music ministry with our parish. Rehearsals are on Wednesday from 6:00 to 7:00 p.m. Do not forget...instrumentalists are needed as well!!

Eucharistic Ministers

These ministers help in the distribution of the Eucharistic bread and wine at Mass. A required training/refresher course is offered each Spring and Fall for this ministry. **PLEASE NOTE YOUR MASS PREFERENCE—the 5:30 p.m., 9:00 & 11:00 a.m.**

Instrumentalists

Those who have a real interest and talent in specific instruments are encouraged to help in accompanying the assembly in its sung prayer at Mass. Rehearsal together as a group is arranged according to participants’ schedules. Instruments include: brass instruments, flutes, clarinets, oboes, violins, cellos, guitars and keyboard skills.

Lectors

Lectors prepare and proclaim the scripture readings at Mass. They also lead the assembly in the intercessions, and read the announcements after communion. There is a training/refresher course offered in the Spring and Fall of each year. If you have served as a Lector in another parish, we ask that you still participate in lector training. **PLEASE NOTE YOUR MASS PREFERENCE—the 5:30 p.m., 9:00 & 11:00 a.m.**

Mass Coordinators

Volunteers serve as the coordinator for all the liturgical ministers at each Mass. They also prepare everything that is needed for the celebration of the liturgy. They are trained and scheduled with an experienced Mass Coordinator prior to coordinating independently. **PLEASE NOTE YOUR MASS PREFERENCE—the 5:30 p.m., 9:00 & 11:00 a.m.**

Nursery Workers

Adults and teens are invited to provide care for infants through 4 years old during the Sunday masses at 9:00 & 11:00 a.m...

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Ushers

As primary hospitality ministers, ushers greet our parish family as they arrive for Mass and handout bulletins after Mass. They take up collection and direct the traffic flow any time there is movement by those gathered such as at Communion time. This ministry is open to men and women. **PLEASE NOTE YOUR MASS PREFERENCE—the 5:30 p.m., 9:00 & 11:00 a.m.**

Worship Committee

The members of the committee meet on a monthly basis (the first Tuesday at 7:00 p.m.) to work with every aspect of Sunday and Holy Day liturgies: from the training and scheduling of liturgical ministers to the discussion of major issues facing our Church and parish today. They also help the parish prepare for the seasons of the liturgical year. People with an interest in writing, art, music, environment, as well as people with an interest and passion for liturgy, are invited to visit a meeting and see if this is something to which you can make a contribution.

Minsterior Hispano – FIDEL RUBIO, Pastoral Associate for Hispanic Ministry