***TIME AND TALENT WEEKEND***

**LITURGICAL**

 Announcers: Read the announcements before Mass (training available)

Lectors: Proclaim the First, Second Reading & Psalm during Mass (training available)

Ushers: Greet people as they arrive for Mass, help w/seating, take up collections and assist

 with the flow for Communion (training available)

Choir/Music: Have a desire to sing/praise the Lord. Join us

Extraordinary Ministers of Communion: Help distribute Communion at Mass (training available)

Communion to the Sick : Take Communion to nursing home and sick (training available)

Altar Linens: Launder & Iron altar linens used at Mass one month a year (training available)

Environment group: Decorating and set up for special celebrations (i.e.: Christmas, Easter, etc.)

Sacristans: Set up the Altar for Mass, monitor supplies (training available)

Altar Servers: Assist Father during celebration of Mass (training available)

**COUNCILS**

Parish Council: Advise & help guide the future path for our parish (3 year term)

Finance Council: Oversee/plan for future financial needs of parish (3 year term)

**RELIGIOUS EDUCATION**

Parish School of Religion Coordinator: Coordinate religious instruction for the youth of our

 Parish.

Religion Instructors: Help teach our youth/teens about our Catholic Faith. Help prepare them

 to receive Sacraments.

OCIA/Continuing Education: Help prepare adults to be received into the Catholic Church. Help

 prepare adults who may need to receive Sacraments.

Sacrament Records: Record all Sacraments received in the Parish in a special book

**TECHNICAL SUPPORT**

Parish Bulletin: Put parish information into the bulletin template and email to parishioners

Website: Keep website information current.

Facebook: Initiate and upkeep a Immaculate Conception Facebook page

**BUILDING & GROUNDS**

Facility Coordinator: Oversee usage of our church & hall by parishioners and other groups that

 may want to use our facilities.

Building Maintenance: Help with regular maintenance on inside/outside of Church/hall

 structures.

Grounds Maintenance: Help with outdoor maintenance (ie: pine straw, spring/Fall cleanup.)

Church Cleaning: Join/form a group to clean the inside of the church and hall. Each group

 cleans approximately 3-4 times a year.

**Hospitality**

Plan bi-monthly parish luncheons, funeral/other special lunch gatherings

**OUTREACH**

Food Pantry: Approximately 25 families are given food items every 2 weeks

Soup Kitchen: Parishioners prepare and serve meals for those in need every 4-6 weeks.