



Time & Talent Form

Immaculate Heart of Mary Parish

Complete one form per person. Please print.

Last Name: _____ First Name: _____

Telephone _____
(Home) (Work) (Cellular)

Address _____
(Street) (City) (ZIP)

E-mail: _____

Is contact information new? Yes No

I am registered with the parish. I would like to register with the parish.

STEWARDSHIP OF TIME & TALENT

- Complete this section by placing an "X" in the box.
- **ONLY sign up for ministries that you are new to or interested in, NOT your current ministry commitment.**
- If you no longer serve in your ministry, please contact your ministry leader or contact the parish office to let us know.

Note: Opportunities for homebound parishioners are highlighted in red.

COMMITMENT

Evangelization and Discipleship

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|---|---|-----------------------|
| <input type="checkbox"/> Child Care | Adults and older youth to provide care during a variety of Parish events | Occasionally |
| <input type="checkbox"/> Marketing & Advertising | Adults who understand principles of advertising | Occasionally |
| <input type="checkbox"/> Welcoming Table | Volunteers will welcome new parishioners after Masses. (once a month) | 15 minutes after Mass |
| <input type="checkbox"/> English Instructor | English as a second language. Instructors are needed to teach refugees. | Varies |
| <input type="checkbox"/> Alpha Cooking Team | Assist in the kitchen with food preparation, set up and clean up. | weekly (2 x year) |
| <input type="checkbox"/> Alpha Cook | Plan the menu, purchase food and prepare the meal | weekly (2 x year) |
| <input type="checkbox"/> Alpha Assistant | Organize the set up and decoration of the Alpha Tables | weekly (2 x year) |
| <input type="checkbox"/> Prayer Team Usher | Be available to assist prayer teams (see Time & Talent booklet for details) | after Mass |

Liturgical Ministries

- | | | |
|---|---|--|
| <input type="checkbox"/> Adult Choir | 18 years and older | Christmas/Easter |
| <input type="checkbox"/> Altar Servers | Youth & young adults for weekday and weekend Masses | Varies |
| <input type="checkbox"/> Art & Environment | Group meets to assess our liturgical space and plans for the various seasons. | Bi-annually |
| <input type="checkbox"/> Cantors/
Instrumentalists | Men and women with a musical background and can lead/engage the gathered assembly in song, psalm and other liturgical responses. | Varies |
| <input type="checkbox"/> Church Cleaning | Volunteers to clean/dust the worship space. Service time is arranged to accommodate your schedule. | Varies |
| <input type="checkbox"/> Extraordinary
Ministers of
Holy Communion | Those parishioners who have received Baptism, Confirmation, and Eucharist and are 18 years of age or of mature faith, are asked to serve in two ways—some as ministers of the Body and Blood of Christ at Mass, while others take the Eucharist to those who are sick and/or homebound. | Scheduled Liturgy
Training
Eve of Reflection |
| <input type="checkbox"/> Ministers of
Hospitality | Greeters and ushers play a vital role in our parish liturgies--welcoming, seating people, collecting offerings, assisting those with special needs, etc. | Scheduled Liturgy
Training
Eve of Reflection |

<input type="checkbox"/> Plant Care	Individuals needed to maintain the plants and flowers in Church.	Varies
<input type="checkbox"/> Readers	Men and women aged high school and older are invited to proclaim God's Word at Mass and at other parish liturgies. Training is generally held each fall.	Scheduled Liturgy Training Eve of Reflection
<input type="checkbox"/> Sanctuary Care (Sacristan)	Individuals or families are needed to prepare the sacristy and altar prior to weekend liturgies.	Weekends
<input type="checkbox"/> Wedding Host/ Hostess	Men and women are invited to provide service to couples preparing for their church ceremony.	Varies

Councils and Commissions

<input type="checkbox"/> Finance Council	Consultative body to the Pastor for the financial and material administration of IHM Church.	3 years Bi-monthly
<input type="checkbox"/> Pastoral Council	Advise pastor concerning parish budget, vision and mission. Monitors implementation of 5 year pastoral plan. September through May, once monthly.	1-3 year term
<input type="checkbox"/> Stewardship Commission	Work with Pastor and current commission to increase stewardship awareness. Plan annual time, talent and treasure initiatives.	1-3 years Sept-May Monthly
<input type="checkbox"/> Worship Commission	Group meets to assess our parish liturgies and the needs of the worshipping community.	1 x month

Parish Life Ministries

<input type="checkbox"/> Adopt a Garden	Small areas on the parish grounds and priests' residence need weeding and gardening.	Varies
<input type="checkbox"/> Administrative Office Volunteers	Greet, answer phones, clerical. We have opportunities in the morning, afternoon, evenings and Saturdays.	Flexible
<input type="checkbox"/> Baking	Bake cakes, cookies, etc. for parish events.	As needed
<input type="checkbox"/> Card Ministry (Social Ministry)	This ministry supports the sick and those who have lost members of their family. Requires no card making skills, open to those who would like to learn. Materials are provided. The group meets monthly.	Every 4 th Wed. of month 1:00 pm
<input type="checkbox"/> Funeral Luncheon Hospitality	Assist in the preparation, serving, and cleanup of funeral luncheons at IHM.	Varies - 10 am-3 pm
<input type="checkbox"/> Funeral Hospitality	Volunteers needed to serve before and after funerals. Greet, setup the pall, memorial cards, give directions, and provide drinking water and tissues. Instructions and materials provided.	Varies
<input type="checkbox"/> Habitat for Humanity (Social Ministry)	Volunteers needed to do construction work on a community building project.	Varies
<input type="checkbox"/> Health Ministry	Nurses are needed to help with blood pressure screening and blood drives held twice yearly (none at this time).	3 rd Sun of month
<input type="checkbox"/> Marriage FOCCUS Sponsor Couples	Married couples willing to share their faith and experience of marriage with engaged couples. Training is provided.	3 x year/2 hrs
<input type="checkbox"/> Prayer Circle (Social Ministry)	Opportunity to pray for the sick and those who have experienced death in family or friendship circles, and special intentions.	Weekly
<input type="checkbox"/> Respect Life (Social Ministry)	Support single mothers, the unborn and the young born. Support through various "Right to Life" fundraising activities and Baby Bottle and Dresser ministries.	Varies

<input type="checkbox"/> Change of Heart Ministry	Provide personal needs and/or mentoring to returning citizens, offer weekly communion services at a local prison. Facilitate "Change of Heart Program" that reinforces Christian principles/virtues of living both in prison and in the community.	Weekly/Varies
<input type="checkbox"/> Restorative Justice Ministry	Become a pen pal/prayer partner to encourage evangelization and faith sharing with those incarcerated.	Varies
<input type="checkbox"/> Shawl Ministry (Social Ministry)	Make quilts, hats, mittens, etc. for those in need including children at St. Vincent Home, homebound parishioners recovering from surgery or illness or in long term care. Yarn provided. Open to those who would like to learn.	Sept-June, 1:30 pm 2nd Wed. of month or at home
<input type="checkbox"/> Soup Kitchen (Social Ministry)	Provide support on the 3 rd Sunday of each month and/or donate personal need items for distribution for those in need.	Varies

Faith Formation & Development

<input type="checkbox"/> Catechists Faith Formation Pre K – 6th	Open to adults who would like to share faith weekly. Each age has a program developed to address its needs. Enrichment classes and materials provided. Must attend Virtus Protecting God's Children Training.	Oct-May Weekly-Tues
<input type="checkbox"/> Assistant Catechists Pre-6	Open to adults who are willing to support catechists in class. Classes and materials provided. Must attend Virtus Protecting God's Children Training.	Oct-May Weekly-Tues
<input type="checkbox"/> RCIA for children	Adults to minister to children over age seven who have not been baptized.	Nov-May
<input type="checkbox"/> Confirmation Mentor	Facilitate faith sharing for teens preparing for Confirmation. Facilitator training and materials are provided. Must attend Virtus Protecting God's Children Training.	Oct-May 2 x month
<input type="checkbox"/> RCIA Facilitators	Individuals to mentor adults who are interested in becoming Catholic.	Weekly Sept. - May
<input type="checkbox"/> RCIA Sponsors	Adults who have received Baptism, Eucharist and Confirmation to mentor and support those who have decided to become Catholic.	1 x week
<input type="checkbox"/> Sunday Nursery	Provide support to the Sunday nursery program for little ones younger than 3 years old in Family Faith Formation. This nursery functions as a co-op with most of the child care being provided by parents. Must attend Virtus Protecting God's Children Training.	9:30 am Sundays
<input type="checkbox"/> Vacation Bible School	Open to adults, college and high school students or anyone who would like to volunteer to lead or assist in a three day program held in June. Must attend Virtus Protecting God's Children Training.	June 3 mornings

School Ministries

<input type="checkbox"/> Athletics	Coaches and assistant coaches for various sports.	Varies
<input type="checkbox"/> Lunch Assistant	Adults or seniors to assist students in the lunch facility.	M-F 11:20-12:30 pm
<input type="checkbox"/> Marketing Group	Sponsor various events/press releases/bulletin boards/website/etc.	2 hrs monthly
<input type="checkbox"/> Student Mentors	Adults and seniors to assist students in reading or math during the school day.	School Year

Youth and Young Adult Leadership Opportunities

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|--|---|--------------|
| <input type="checkbox"/> Adult CORE Team | Lead Sunday evening high school Youth Group, chaperone events, and participate in other activities. | 2-4 hrs/week |
| <input type="checkbox"/> Adult CORE Support Team | Assist with set-up/clean-up, meal planning, technology and other support roles for Youth Group. | 1-2 hrs/week |
| <input type="checkbox"/> Small Group Leaders 7th & 8th grades | Adults are needed to share their gifts as disciples in a program that leads teens closer to Christ. For further information refer to the Time & Talent booklet. | 1-2 hrs/week |
| <input type="checkbox"/> Middle School Youth Group | Assist with small group discussions, ordering and pick up of meals, training provided. For further information refer to the Time & Talent booklet. | Varies |
| <input type="checkbox"/> Confirmation Small Group | Assist with mentoring small groups, preparation and prayer. Training is provided. For further information refer to the Time & Talent booklet. | Varies |

Affiliated Organizations

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|---|--|--------|
| <input type="checkbox"/> Knights of Columbus | A Catholic men's organization that uses stewardship to promote the parish's activity, and that of the larger world. Hold regularly scheduled events, most of which take place at the Church throughout the year. | Varies |
| <input type="checkbox"/> St. Vincent de Paul | Be a part of a ministry team that provides material and spiritual support for the poor of South Lansing. | Varies |

Spiritual Life Ministries

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|---|--|-----------|
| <input type="checkbox"/> The Hands of Mary Rosary Makers | Foster devotion to our Blessed Mother who draws us to Christ by making rosaries to send to the military and the poor throughout the world, asking people to pray the rosary for World Peace. Work is done at home, whenever you have time. Rosary making and training sessions are held the first Saturday of the month at 9 am (except for holiday weekends) and the Monday following the first Sat. at 6:30 pm. New rosary makers are very much needed! | |
| <input type="checkbox"/> Saint Monica Sodality | Prayer & Faith sharing the second Saturday of each month, 8:45 am. | monthly |
| <input type="checkbox"/> Holy Spirit Oratory | Pray before the Blessed Sacrament at our Chapel of Perpetual Adoration. | 1 hr/week |

SPECIAL SKILLS (Check a "Special Skill" if it applies to you. If the skill is needed in the parish you will be called regarding your availability.)

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|--------------------------------------|---|--|---|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Driver | <input type="checkbox"/> Meeting Facilitator | <input type="checkbox"/> Sign Language |
| <input type="checkbox"/> Art | <input type="checkbox"/> Electrical | <input type="checkbox"/> Party Planning | <input type="checkbox"/> Social Work |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Sound/Theater |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Videos/Photos Design |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Interior Design | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Web Page |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Theology | <input type="checkbox"/> Other: Please note |

"Above all, let your love for one another be intense. Be hospitable to one another without complaining. As each one has received a gift, use it to serve one another as good stewards of God's varied grace."
 -1Peter 4: 8a, 9-10



May God bless you for sharing your gifts
 Immaculate Heart of Mary Parish
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