

**Ministries of St. Jerome Catholic Church**  
116 Denbigh Blvd., Newport News, VA 23608



Since the Lord calls each of us to stewardship, we invite you to find one or more that speak to your volunteer spirit and that you consider serving a **minimum of one year, unless the ministry indicates otherwise.**

**“Do the will of God from your heart, giving your service with goodwill as to the Lord rather than human beings.”- Ephesians 6:7**

Updated December 2021

**St. Jerome Catholic Church**

**Father  
Pastor**

**Staff  
Office Staff**

**Pastoral Council      Finance Council**

<b>WORSHIP MINISTRIES</b>	<b>CHRISTIAN FORMATION &amp; SPIRITUAL LIFE</b>	<b>JUSTICE AND PEACE</b>	<b>VOLUNTEER SERVICES &amp; CARING MINISTRIES</b>
Liturgy Committee Altar Guild/Linens Altar Servers Art & Environment Committee Extraordinary Ministers of Holy Communion Lectors Adult Choir Youth Choir/Ensemble Greeters Ushers	Catechists Edge & Teen Life Catechists Kitchen Team Small Church Communities Vacation Bible School Sponsors Family Mission Trip/Service Days Ministry Young Adult Ministry Baptism Children's Liturgy RCIA Catholic Daughters Knights of Columbus	Justice and Peace Committee Bereavement Care Service Faith Community/Parish Nurse Ministry Funeral Preparation Funeral Reception Gardens at Warwick Forest/Bingo Legislative Advocacy Pro-Life Ministry PORT FISH Food Pantry	Church Cleaning Ministry Fellowship Gardening Angels Nursery Office Volunteers Columbaria Trustee Ministry Website Management



## Parochial Administrator's Message

### A Ministry with a heart....

"If any of you need wisdom, you should ask God and it will be given to you." **James 1:5.**

Ministry matters, the precious time and talents that we share are perfect gifts we can offer back to God for enabling us with talents for service. Being aware of these capacities, we become empowered to realize that it is God who qualifies us amidst our human imperfections. For this reason, the ministry that we share is a sign of God's gentle reminder that He is gradually preparing for a sacred journey called ministry.

Now is the moment to again flourish in the new horizon of our pastoral life as a community at St. Jerome. We are filled with hope to explore new possibilities to become faithful stewards of God's creation. Let us not be afraid to walk into the waters with Jesus calling us! Though how strong the winds will be, Jesus is there waiting and with hope we can make it through.

Let us therefore be grateful to God for calling us into the ministry of service. When we put ourselves to sacred work, we become transformed and will possess the heart of Jesus. Love, holiness and ministry, may all these three be ours as we serve HIM!

One with you,  
Father George Prado

**Father George Prado, Pastor**

**Mass Schedule**

Saturday: 5:00 PM  
 Sunday: 7:00 AM, 9:00 AM (Family Mass), 12:00 PM  
 Tuesday, Wednesday, Thursday, and Friday: 8:00 AM  
 Holy Days as announced  
 Confessions: 4:00 PM - 4:30 PM on Saturday or by appointment  
 Prayer of the Rosary before 7:00 AM and 12:00 PM Masses

**Additional Liturgical Information**

Prayer of the Rosary before Saturday Mass.  
 Baptism class is offered on the last weekend of the month, call the office to schedule.  
 Adoration of the Blessed Eucharist is the first Thursday of the month from 8:30 AM - 6:30 PM. XLT  
 following Adoration.

**Office Staff**

<b>Rev. George Prado</b>	<b>Parochial Administrator</b>	<b>frgeorge@stjeromennva.org</b>
<b>Deacon Eric "Grimm" Palm</b>	<b>Deacon</b>	<b>deacon@stjeromennva.org</b>
<b>Margaret "Margie" Curtis</b>	<b>Director of Religious Education/ Youth Minister</b>	<b>margie@stjeromennva.org</b>
<b>Patricia Van Hee</b>	<b>Music Minister</b>	<b>pvanhee@stjeromennva.org</b>
<b>Andrew Buckles</b>	<b>Bookkeeper</b>	<b>abuckles@stjeromennva.org</b>
<b>Lenny Woynicz</b>	<b>Janitor</b>	<b>n/a</b>
<b>Charlita Russet</b>	<b>Janitor</b>	<b>n/a</b>
<b>Jim Suer</b>	<b>Maintenance Technician</b>	<b>jsuer@stjeromennva.org</b>

## Prayer of St. Jerome Catholic Church Community

My Church is composed of people like me.  
I help make it what it is.

It will be friendly, if I am.  
It's pew will be filled, if I help fill them,  
It will do great work, if I work.

It will make generous gifts to many causes,  
If I am a generous giver.  
It will bring other people into its worship and fellowship,  
If I invite and bring them in.

It will be a Church of loyalty and love,  
Of fearlessness and faith,  
If I, who make it what it is,  
Am filled with these qualities.

Therefore, with the help of God,  
I shall dedicate myself  
To the task of being all the things  
that I want my Church to be.

Bless my journey, Lord God,  
That I might build the Church through  
Jesus Christ our Lord.  
Amen.

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## **PARISH PASTORAL COUNCIL**

The Parish Pastoral Council consists of twelve nominated members from the registered parishioners who have completed a discernment process, a youth member that is appointed, the pastor and deacon. The Parish Pastoral Council is the structure through which parishioners can participate in searching out God's vision for the parish. Continuously, the council is called to discern, to articulate and to sponsor ministries devoted to developing the unique personality of the parish as it evolves in fulfilling our mission statement. Finally, this visionary body serves in an advisory capacity to the Pastor.

**Commitment: Mandatory 3 years;** must be a registered member of the parish, who is in good standing; to agree to have name placed in nomination or may nominate yourself; to attend scheduled orientation and discernment process; to attend Pastoral Council Retreat in September; usually the last weekend (Friday evening-Saturday noon); to attend monthly council meetings, for no more than 1 to 1 and ½ hours, at 6:30pm on the fourth Thursday of each month; to be visible by attending parish activities as often as possible.

**Skills:** Active listener, good communication skills, ability to accept different viewpoints, can work well with a diverse group, willingness to learn, possess at least one of the gifts of the Lord and a sense of humor.

**Gifts:** administration, ability to delegate, leadership, communicate well with a diverse group, discernment, generous with time and talents.

**Number needed:** 12 discerned, 1 appointed, the pastor and the deacon. 15 members.

**“Do not grow weary of doing what is right.”-2 Thessalonians 3:13**



## **FINANCE COUNCIL**

The Parish Finance Council shall consist of at least 5 members of the parish community. The members are to be selected for their expertise in financial matters, economics, general business management, banking, law, insurance, accounting and financial investment. In addition, members are to have prudence, uprightness and knowledge of the Catholic faith that will enable them to put into practice the message of the Gospel. No parish staff person, paid or volunteer, may serve on the Parish Finance Council. Parish administrative persons should serve as advisors to help the Finance Council accomplish its work. Excluded from the Parish Finance Council are those who are related to the pastor or have a family or legal relationship to a parish employee engaged in financial administration. The Parish Finance Council shall assess the need for external consultants to aid in the Council's work and advise the pastor to engage them

**Commitment:** At least 3 years, but it is not mandatory. Must be a member of our parish and in good standing. And they will be selected by our pastor according to the norms of law (C. 537). The members selected should be conscious they share in the mission God has entrusted to the church (C. 204). They hold an ecclesiastical office, they should be in full communion with the Catholic Church (C.145, #2; 149;205;228; and 1282). Members will need to attend regular monthly meetings as well as to be flexible and attend meetings that may arise due to any unforeseen circumstances.

**Skills:** Active listener, good communication skills, able to work with a diverse group, assertive. Expertise in financial matters, economics, general business management, banking, law, insurance, accounting and financial investments..

**Gifts:** Ability to delegate, be an effective leader, generous with time and talents.

**Number needed:** At least 5.

## **Worship Ministries**

### **LITURGY COMMITTEE:**

Members of the Liturgy Committee are the staff members and/or Chairs of the ministries that appear below. The Liturgy Committee plans, prepares, implements, evaluates, and educates about all aspects of the liturgy in order to promote more reverence and meaning in the spiritual life of our parish. The Liturgy Committee works to enhance and enrich the worship experiences of our parish, whether the focus is the regular Masses, the Liturgical Seasons, Reconciliation Services, Anointing of the Sick, or the various Holy Days of Obligations. The Liturgy Committee offers workshops, seminars, retreats, and other activities that will both strengthen and shape the liturgical life of the parish. The Liturgist Chair appointed by the pastor will chair the Liturgy Committee.

### **Altar Guild/Linens:**

This group of volunteers takes extraordinary care of the altar linens, vestments, and other appointments that the priest uses in Sacred Liturgy. They pick up the items for laundering and ironing at least once a week. Occasionally, they may have to clean linens and other appointments more often because of Special Masses (Holy Days of Obligations, Easter Triduum, Easter, Christmas, weddings, funerals)

**Commitment:** minimum 1 year; to work behind the scenes quietly and efficiently; willingness to communicate with members from the other ministries; to be available on short notice.

**Skills:** Ability to wash and iron altar linens and other appointments with care.

**Gifts:** Caring, follow-through, patience, generous with personal time.

**Number needed:** Open-ended (perhaps the people who are currently handling this ministry will be willing to mentor/train others in the event of an emergency.)

### **Altar Servers:**

The Altar Servers will assist at all of the weekend Masses (Saturday at 5:00pm, Sunday at 7:00am, 9:00am and 12:00pm). The Altar Servers will also assist the Pastor at funerals, weddings, and Special Liturgies.

**Commitment:** Minimum 1 year; to attend training sessions to learn protocol of serving; to work with an experienced Server; to show up at the appointed time to

serve; to contact the Coordinator to ask another server to replace you if you cannot serve; willing to serve even in an emergency if needed.

**Skills:** Ability to perform duties in front of the parishioners, ability to follow directions.

**Gifts:** Caring, attentive, outgoing, selflessness, reverence.

**Numbers needed:** Open-ended (3 at each Mass for a total of 12 for the weekend, which totals at least 48 to 51 for a month). To have servers serve only twice a month would be ideal. Therefore, the coordinator welcomes all interested young people who have made their First Communion to volunteer to become Altar Servers.

### ***Arts and Environment Committee:***

This committee coordinates and executes the plans for decorating the Church in such a way that the environment reinforces and communicates the liturgical tone of the season. Additionally, the committee has the responsibility of preparing the Blessed Sacrament Chapel for special feast days, Expositions, and Marian observances.

**Commitment:** Minimum 1 year for the members; willingness to attend workshops, arranging and watering indoor plants and floral arrangements, attend meetings with the chairperson to coordinate the tasks and willing to grow liturgically.

**Skills:** Ability to work with others with different viewpoints, some artistic vision, good communication and listening skills.

**Gifts:** Artistic vision, ability to delegate, warmth, outgoing and flexibility.

**Number needed:** Open-ended. (large numbers for Advent, Christmas, Lent, Easter, and Ordinary Times, as well as special celebrations.)

### ***Extraordinary Ministers of Holy Communion (to include homebound, nursing homes, and hospitals):***

These members assist the Celebrant by preparing the bread and wine for distribution of the Eucharist in both forms (hosts and cup). Prior to Mass they prepare both the Credence Table and the Offertory Table. In addition, the EMHCs may have to dress and/or undress the altar. After Mass the ministers clean the vessels and put them away. EMHCs that serve to the homebound, nursing homes and hospitals maintain a vital connection between parishioners

gathered at worship and parishioners no longer able to be present for Mass. They pray with them and give them communion.

**Commitment:** Minimum 1 year; willing to assist weekly, monthly or bi-monthly; attend training session(s); to arrive at least 15 to 20 minutes prior to Mass; willing to serve as a substitute; to serve at all/any of the weekend Masses.

**Skills:** Willingness to serve, enjoys people, and flexibility. Steady motor skills, ability to follow directions, ability to work well with a diverse group.

**Gifts:** Patience, flexibility, ability to follow directions, sensitive, empathetic, generous with personal time.

**Numbers needed:** For the homebound see Chair of Extraordinary Ministers of Communion. There are 7 needed at each Mass. Ideally 55 ministers total and each individual would serve twice a month.

### ***Lectors:***

Our lectors proclaim the Word of God from both the Old and New Testaments. They are responsible to prepare to proclaim the Word of God by reviewing and practicing their assigned readings to be clear about the texts' meaning and to be as accurate as possible about pronunciations and appropriate cadence. The expectation is that our lectors will spend time in prayer as they prepare and before the Mass.

**Commitment:** Minimum 1 year; willing to serve at least twice a month, if necessary; to remain flexible for additional needs; to attend training sessions (our lecturers serve at all weekend Masses). Lectors must arrive at least 15 minutes early in order to review announcements, focus, Prayers of the Faithful, **especially to practice pronouncing names and to ensure that Lectionary is open to the correct readings.**

**Skills:** Public speaking skills, comfortable speaking before people, willing to seek assistance from the chair or other lectors.

**Gifts:** Spiritual awareness, out-going, compassionate.

**Number needed:** Open-ended (minimum 8 for each weekend= 32 to 40 per month).

### ***Music Ministry/Adult Choir:***

This ministry provides the parishioners with resounding vocal support in every phase of the Liturgy.

**Commitment:** open-ended. Attend practice one hour prior to each Mass or at discretion of the Choir Director.

**Skills:** Ability to hold a tune and/or willing to learn, musical awareness, and be comfortable in front of people.

**Gifts:** out-going, compassionate, leadership, love to minister through music, generous with time and talents.

### ***Greeters:***

This ministry is one of hospitality, where we welcome arriving parishioners and visitors with a warm “Welcome” or “Good Morning/Afternoon”, as we create an atmosphere of friendliness and inclusion.

**Commitment:** Minimum 1 year. 15 to 20 minutes and flexibility to serve any of our Masses. Occasionally, you might need to serve at special Masses or events.

**Skills:** Able to prop open doors and to be comfortable welcoming and greeting people.

**Gifts:** Pleasant, warm, caring and compassionate.

**Number needed:** open-ended. The minimum of 2 per Mass, or 8 for each weekend of the month.

### ***Ushers:***

These volunteers assist with the seating of the people at the various Masses. They carry and pass the collection baskets during the appropriate time(s) during Mass. They also assist with the efficient flow of traffic during communion. Following each Mass, the ushers refresh the Church for the next Mass.

**Commitment:** Minimum 1 year. To attend necessary training, willing to serve others.

**Skills:** Ability to hold doors open, comfortable directing others, ability to work well with others, flexibility.

**Gifts:** Friendly, compassionate, and generous with time.

**Number needed:** open-ended.

# Christian Formation & Spiritual Life Ministries

Integral to growth and life of a parish is its dedication to Christian Formation. St. Jerome is no exception. Therefore, the church has developed a variety of religious education programs that require volunteerism at the highest level. For instance, this ministry needs volunteer assistants and teachers to continue our sacramental preparation classes: baptism, preschool, confirmation, elementary, Edge (middle school), Life Teen (high school), the Rite of Christian Initiation of Adults (RCIA), Rite of Christian Initiation of Children (RCIC), and marriage prep. Additionally, we have weekly Bible studies. These adult faith formation programs help to facilitate the spiritual growth of our parishioners. At the same time, the programs serve as stepping stones that lead the participants to answer the Father's call to holiness and eternal life. **Margie Curtis** is the **Director of Christian Formation & Spiritual Life Ministries**.

## ***Catechists:***

Through this ministry, the volunteers help increase both the spiritual and social development of our elementary aged children.

**Commitment:** to agree to teach God's Work and the Doctrine of the Church, to serve the appropriate time limit required for your program: which may vary from 3 month to 2 years, to teach and/or facilitate at least 3 hours per week. This includes preparation time, to attend necessary training and workshops, must be an active, fully initiated member of the Church.

**Skills:** good communication skills, listening skills, and ability to work well with others, willing to learn, ability to accept constructive advice.

**Gifts:** leadership, communicating well with diverse groups, generous with time and talents, caring, wisdom, organizational skills.

**Number needed:** Open ended. Contact Margie Curtis: [margie@stjeromennva.org](mailto:margie@stjeromennva.org)

## ***Edge and Teen Life Catechists:***

Through this ministry, the volunteers help increase both the spiritual and social development of our middle and high school young people.

**Commitment:** Minimum 1 year. To plan and execute a variety of activities, special events and social gatherings. To serve as chaperones, to provide transportation, to prepare refreshments, to serve as group leader, to offer appropriate support as needed. Must be an active fully initiated member of the Church. Must be willing to teach both God's Word and the Doctrine of the Church.

**Skills:** caring, mentoring, spiritual awareness, outgoing, organizational skills, ability to delegate, sense of fairness, and athletic ability.

**Gifts:** warm and hospitable, patient, leader, administration skills, friendly, effective and appropriate sanitation.

**Number needed:** Open-ended. Contact Margie Curtis for more information.

### ***Kitchen Team:***

This team prepares the Sunday morning breakfast that the participants will share prior to beginning our morning scheduled Christian Formation program.

**Commitment:** Minimum time of 1.5 hours at least once a month. To help oversee the logistics of the event, willing to clean up both during and after the meal. Willingness to serve others.

**Skills:** cooking and heating ability. Effective and appropriate sanitation. Organizational skills, ability to work with others, able to delegate, and to have physical stamina.

**Gifts:** hospitable, generosity, congeniality, warmth, and selflessness.

**Number needed:** Open-ended. Ideally five teams of 8. Contact Magie Curtis for more information.

### ***Small Church Communities:***

A small Church community (house church) consists of a small group of Christians (approximately 8-12), who come together to support one another as they share their faith, as they deepen their understanding of Catholic traditions and Catholic Doctrines, and as they reach out in service to the larger community.

**Commitment:** Minimum 1 year. To open homes to a single group of adults, to assist in organizing additional groups, to help others grow spiritually, to attend relevant workshops.

**Skills:** communication, reading and interpreting passages, ability to accept the views of others.

**Gifts:** Wisdom, administration, hospitality, selflessness, a people person, detail oriented.

**Number needed:** Minimum 8-12 to maintain a group and to organize new groups.

### ***Vacation Bible School:***

The leaders provide participants (elementary aged children) an opportunity to focus on a week of themed-week activities, which strengthens their biblical knowledge and their knowledge of Church. Vacation Bible School volunteers include the following:

1. **Kitchen Help:** volunteers need to have awareness of sanitation, cooking/heating knowledge, and cleanliness.
2. **Activity Directors:** volunteers need to engage inquiring minds, to plan and implement engaging activities for the participants.
3. **Arts and Environment:** volunteers will make backdrops and props to include construction, decorating ideas, and have the strength to lift, move and arrange the props.
4. **Camera Crew:** to take pictures and videos of the activities to share.

**Commitment:** 5 days for about 4 hours each day, to participate in the closing ceremony which is about 3 hours, to attend strategy meetings if necessary, willing to be flexible, to be willing to collaborate with others to enrich the experience for everyone, especially the participants.

**Skills:** to be able to work well with young children and pre-teens, cleanliness, organizational and leadership skills, creativity, and self motivation.

**Gifts:** ability to mentor, compassion, wisdom, fortitude, selflessness, patience, and generosity.

**Number needed:** Open ended.

### ***Family Mission Trip/Service Days Ministry:***

Volunteers concentrate on the needs of our immediate community. Sharing God's love and helping others are key components to this invaluable ministry.

**Commitment:** to be able to attend meeting(s), able to work well with a diverse group, attend a few necessary meetings in order to accomplish the mission.

**Skills:** organization, communication, and relationship builder. To be able to help coordinate activities and/or projects.

**Gifts:** compassion, leadership, ability to delegate.

**Number needed:** Open ended.



### ***Young Adult Ministry:***

This ministry focuses on both unmarried and married adults between the ages of 18-35, who desire to learn more about their faith through bi-weekly Bible study/discussion groups and who desire to fellowship by attending a variety of social events both as a group and occasionally with other Catholic young adult groups in the area. Since service is also a key component, this group plans local and international mission trips. The group will nominate or appoint Chairpersons to coordinate key areas of the ministry.

**Commitment:** Minimum 1 year for members and 2 years for Chairs, to participate in Bible study/discussion groups, to participate in fundraising projects to meet financial goals for mission trips and other needs, to participate in service projects.

**Skills:** leadership, mental and physical acuity, communication and listening skills.

**Gifts:** Friendly, hospitality, selflessness, generosity, and flexibility.

**Number needed:** Open ended.

### ***Children's Liturgy:***

Volunteers will be sharing the Word with young children preschool to 2nd grade. The volunteers must be available to serve at the 9AM Mass on Sundays.

**Commitment:** Minimum 1 year.

**Skills:** able to work with young children preschool age to 2nd grade during the 9am Sunday Mass, creative, able to attend monthly meetings, attend training sessions, follow instructions and able to work on a 6 week rotation.

**Gifts:** attentive, able to work with children, patient, compassionate, and flexible.

**Numbers needed:** Open ended.

### ***Catholic Daughters:***

The Catholic Daughters of the Americas is one of the oldest and largest organizations of Catholic women in the Americas. While actively donating to charities, they administer scholarship programs and strive "to be helping hands where there is pain, poverty, sorrow or sickness" the CDA motto is "Unity and Charity." The Mission Statement for CDA is Catholic Daughters of the Americas engages in creative and spiritual programs which provide its members with the opportunity to develop their special God-given talents in a meaningful way to positively influence the welfare of the Church and all peoples throughout the World. The Catholic Daughters of the Americas strives to embrace the principle of faith working through love in the promotion of justice, equality,

and the advancement of human rights and human dignity for all. The local CDA court is Court of Our Lady of Perpetual Help #2206.

**Commitment:** most members are life-long members. The monthly meetings take place at the Faith and Life Center on the 2nd Sunday of each month September-June. The meetings are at 2PM.

**Skills:** Organizational skills, time management, able to travel locally for events, and possible meetings.

**Gifts:** Empathy, kindness, gentleness, good listener, able to communicate with people of various ages and ethnicities.

**Number needed:** open ended.

### ***Knights of Columbus:***

The Knights of Columbus is a Catholic, Fraternal, Social, and Charitable organization founded in 1882 by Fr. Michael McGivney in New Haven, Connecticut. Today, over 1.6 million men throughout the world are members. They and their families are the foundation of the Catholic Church. There are four degrees in the order, representing virtues of charity, unity, fraternity, and patriotism. The Knights of Columbus, the world's largest Catholic family fraternal service organization, provides members and their families with volunteer opportunities in service to the Catholic Church, their communities, families and young people.

**Commitment:** Most members make a life long commitment to serve. The meetings are held at the local headquarters in Newport News. The Knights of Columbus website will provide all information for events and meetings.

**Skills:** Attentiveness, generosity, flexibility with time, able to drive to events and meetings.

**Gifts:** charitable, desire to help others, good listener, empathetic, able to communicate with peers, children and elders.

**Number needed:** Open ended. Membership in the Knights of Columbus is open to practicing Catholic men who are at least 18 years old. Application blanks are available from any member of the Knights of Columbus.

Our Local Council is Walter Pollard Council 5480

# Justice and Peace

## ***JUSTICE AND PEACE COMMITTEE:***

This committee comprises all the ministries that appear below, and keeps the parishioners aware of local, national and international social issues that need our attention. They also provide a forum for the parishioners to participate in Justice and Peace issues and special events like Lenten projects during Lent and Backpack preparation in August. These numerous outreach ministries enable the parish to extend the love of Christ to our parishioners and the community at large.

## ***Bereavement Care Services:***

This therapeutic ministry provides an environment where the persons who have suffered a loss or losses can have their feelings validated and supported. These sessions enable the bereaved to reflect on their loss as they move toward healing, growth, and well-being. Further, the ministry encourages participants to use existing support systems or to seek and to create additional sources of support to meet their individual needs.

**Commitment:** To be able to meet every second Thursday of the month at 7:00pm, gather at a favorite restaurant last Wednesday of each month to have dinner and to socialize.

**Skills:** ability to empathize with others, ability to communicate, ability to truly listen.

**Gifts:** non-judgemental listener, compassionate, generous with their time.

**Number needed:** Open ended. All interested parties contact the office at (757) 877-5021.

## ***Card Ministry:***

This ministry focuses on sending prayers and thoughts to the newly sick parishioners. Cards are sent via mail to the address given to the church for the person that is sick. Parishioners call the church office to request this service.

**Commitment:** To send healing and kind words to the people that are sick. The commitment is open ended and anyone who is willing to share their time may do so.

**Skills:** good organizational skills, communication skills, and well versed in prayers for the sick.

**Gifts:** kind, empathetic, gentle and kind hearted.

**Number needed:** open ended.

***Christmas Gift Ministry:***

This ministry focuses on children in our community that are less fortunate. We have a budget set aside and volunteers are active mainly during the November/December months. Gifts are purchased and distributed to the children in time for Christmas.

**Commitment:** The volunteers for this ministry must commit to be able to do the shopping, wrapping and delivering of the presents in the timeframe that is given by the ministry lead.

**Skills:** ability to follow instructions, be able to purchase gifts for the children's ages appropriately, have good time management skills.

**Gifts:** sensible, self motivated.

**Number needed:** open ended.

***Faith Community Nurse/Parish Nurse Ministry (FCN/PN):***

Nursing promotes an intentional health ministry for individuals in their faith community from birth through death. A FCN/PN is a registered nurse (RN) who has completed a course in holistic ministry and who provides special health promotion services to help individuals in gaining optimal mental , physical and spiritual health.

**Commitment:** Minimum 1 year, willing to keep abreast of changes in the field, willing to attend meetings if necessary;

**Skills:** organizer, health care trained, able to work well with others, and to be confidential.

**Gift:** communicator, compassionate, a people person.

**Numbers needed:** Open ended.

***Funeral Preparation Ministry:***

This ministry requires that the Chair meet with families to help plan the funeral Mass for their loved ones. The Chair provides the priest with the background information of the deceased. Coordination with the music Minister and the Extraordinary Ministers of Communion is vital for providing support to the families before, during , and after the service. This ministry might require assistance from the Lectors as well.

**Commitments:** Flexibility; willing to attend funerals, if necessary.

**Skills:** Empathy for others, good listener and communicator, compassionate.

**Gifts:** Diplomatic, anticipates needs of others, patience, and love of people.

**Number needed:** Open ended.

### ***Funeral Reception Ministry:***

This invaluable group plans, prepares, and coordinates the necessary food to serve to the bereaved family and those attending the funeral . Additionally, they decorate the Fellowship Hall, layout the food and table necessities, monitor the movement of people and food in order to serve everyone in as efficient a manner as possible. They ensure that the kitchen area and the Fellowship Hall are left neat and orderly.

**Commitment:** Minimum 1 year. Flexibility is a must.

**Skills:** ability to organize and to delegate, leadership, and willingness to work behind the scenes.

**Gifts:** compassion, empathy, generous with personal time, loves people.

**Number needed:** Open ended.

### ***Gardens at Warwick Forest Ministry:***

Volunteers in this ministry must enjoy working with the elderly who need special attention. Monthly Mass and monthly Bingo are provided for the residents, who eagerly anticipate both events. Bingo prizes are donated by parishioners and supplemented as needed by the Justice and Peace Committee.

**Commitment:** Minimum 1 year, willing to spend 2-3 hours on the second Monday of each month assisting the residents with bingo, willing to spend 1 and 1/2 hours assisting residents at Mass on the 3rd Tuesday of each month

**Skills:** Stamina, endurance, strong enough to stand for a few hours, physically able to handle a wheelchair.

**Gifts:** patience, people person, kind, generous with time and talents.

**Number needed:** Open ended.

### ***Legislative Advocacy:***

This ministry is a crucial initiative of the Justice and Peace Committee. Through information received from the Diocese of Richmond and the United States Catholic Conference of Bishops, these knowledgeable volunteers attempt to keep parishioners aware of important legislative action and issues that may impact the quality of life of all, especially parishioners

**Commitment:** Minimum 1 year, willing to meet on the second Monday of each month, 7:00pm-9:00pm, to attend any necessary training.

**Skills:** good listener, ability to concentrate on the needs of others, good communicator, capable of being non-judgemental

**Gifts:** Trustworthy selflessness, compassionate, honest, encouraging, understanding, and polite.

***Respect for Life (Pro-Life Ministry):***

Central to the Catechism of the Catholic Church is the Church's teaching on the dignity of the human person and the culture of life. This group unwaveringly supports the pro-life stand that our community, our society and our government must support life from conception to the grave.

**Commitment:** to follow God's Work and the Doctrines of the Church, minimum 1 year, to attend monthly meetings (1 and ½ hours), to attend the yearly Pro-Life, to help distribute information about Respect for Life Issues, including opposition to the death penalty, to set up and tear down the Cemetery of the Innocents.

**Skills:** communication, listening, and people skills, physical ability, detail oriented.

**Gifts:** wisdom, patience, fortitude, charity and love.

**Number needed:** open ended.

**"The Son of Man came not to be served, but to serve." -Mark 10:45.**

***PORT:***

People Offering Resources Together is a ministry that our parish participates in throughout the winter nights. The church operates like a shelter for the homeless for a week at a time. There are 6 partner churches that staff and prepare meals.

**Commitment:** Minimum 1 hour. The opportunity to serve in this ministry will range from 1 hour, if you want to help set up and organize, to several hours, if you are willing/able to stay overnight.

**Skills:** organizational, communication, able to receive direction, good listener, respectful, discretion.

**Gifts:** patience, empathy, kind hearted, good listener, desire to help the less fortunate.

**Number needed:** open ended.

***FISH:***

Friends In Service Here is a ministry that may provide financial assistance to those in need. The chairperson is responsible for interviewing those that are requesting assistance and meeting with several of the office staff to decide how we can best serve the needs of those that have been interviewed. There is paperwork that we require and a budget that we must adhere to.

**Commitment:** on going.

**Skills:** ability to read and follow application directions, good listener, organizational, good time management.

**Gifts:** kind, patience, empathy.

**Number needed:** open.

***Food Pantry:***

This is a ministry in which parishioners donate food and food items to our Food Pantry. Susan Yungbluth runs the pantry at St. Jerome and may be contacted through the church office. Look in the bulletin for any updates in the pantry.

**Commitment:** minimum 1 year. To communicate with Susan and provide available dates and times that the volunteer is able to assist in organizing donations, checking expiration dates, and preparing bags. One must be able to stand for long periods of time in one place, bend to pick up heavy bags and boxes.

**Skills:**organizational skills, being a team player, creativity, and being able to take direction.

**Gifts:**patience, generous with their time.

**Number needed:** open ended.

# Volunteer Services & Caring Ministries

## ***Church Cleaning Ministry:***

Volunteers come and clean the church and entrance areas each Saturday morning. Tasks include vacuuming, dusting, window washing, and general tidying up; no experience necessary, just come with a willing heart! Explore how little time is involved and experience how the Lord blesses when we serve.

**Commitment:** Minimum 1 year for Cleaning Ministry Coordinator and team members.

**Skills:** Handling cleaning equipment, maintaining supplies and equipment, agility.

**Gifts:** Caring heart, steady hands, physical strength, loves to beautify.

**Numbers needed:** Five teams of 8 people: 40 people total.

## ***Fellowship:***

Creating an atmosphere of friendliness and belonging is crucial for a parish to survive and grow; therefore, our Fellowship Ministry works closely with our key ministries at St. Jerome to ensure that everyone feels welcome. Additionally, they assist with the Parish Picnic sponsored by our Pastoral Council. Other Church wide activities include special receptions, seasonal dinners, and so forth.

**Commitment:** Minimum 1 year; to plan, organize, and execute community activities; to attend meetings called by the Chair; to help facilitate and promote a sense of community.

**Skills:** organization, ability to work well with others, ability to delegate, some culinary talents.

**Gifts:** friendly supportive flexibility, generous with time and talents.

**Number needed:** open ended.

## ***Gardening Angels:***

This team of parishioners commit themselves to enhancing the appearance of the landscaped areas of our Church grounds. Their hope is to promote healing of the human soul, to aid us in experiencing God through the beauty and wonder of nature. Also, the Gardening Angels hope that their landscaping renewal will evoke awe, reverence, and inner fulfillment for everyone in the parish, as well as all who visit.



**Commitment:** Minimum 1 year, flexibility to work in challenging seasons and times, willing to share ideas with others.

**Skills:** attention to detail, physical capability, some knowledge of plants and plant care.

**Gifts:** administration, communication, patience, selflessness, caring, ability to listen and to reason.

**Number needed:** open ended.

### ***Nursery:***

Our nursery enables parish families to attend Mass on Sundays, which gives them the opportunity for spiritual growth while leaving their child in a caring and loving environment. Child Care is provided Sunday mornings for infants at least 6 months old (typically mobile infants) until the child reaches kindergarten age. For programs outside Sunday mornings, nursery care might extend through elementary age children. Parents who use the nursery on Sundays are asked to volunteer their services so that we can have a successful child care center.

**Commitment:** to monitor the children, to follow Diocese of Richmond policies concerning a safe and ethical environment for our children, to attend all required training, to work with diverse groups, to assist with all tasks as needed.

**Skills:** faith in self and others, patience, love for children, flexibility, confidence, generous with time and talents.

**Number needed:** open ended.

### ***Office Volunteers:***

Volunteers report to the office to help with various office responsibilities, such as bulk mailings, inserting flyers into the bulletin, and so forth.

**Commitment:** Minimum 1 year, flexible days and hours.

**Skills:** organizational, listening, time management, basic office skills, folding papers and programs, following directions, able to pay attention to details, independent worker and able to work in small groups.

**Gifts:** patience, caring, and friendly.

**Number needed:** 8 volunteers.

### ***Columbaria Trustee Ministry:***

In keeping with the spiritual and practical changes within the church, St. Jerome has organized a Columbaria Committee. This committee will maintain the columbarium program. The cost of sites/niches is also part of the current project, as well as any other assigned responsibilities.

**Commitment:** to attend meetings and/or necessary workshops, to meet with the St. Jerome community as necessary.

**Skills:** ability to organize, visionary, work well with others, ability to follow directions, ability to delegate, ability to articulate ideas.

**Gifts:** love of people, compassionate, sincere, and selfless.

**Number needed:** 8 volunteers.

***Website Management:***

Contact Steve Taylor at [stevetaylor@cox.net](mailto:stevetaylor@cox.net)

## **Ministry Lead and Chair Persons**

Pastoral Parish Council Committee

Carol Bushong

Finance Council

Joe Petro

***Worship Ministries***

Liturgy Committee

Ivy D. Lee

Altar Guild/Linens

Angela Woo

Altar Servers

Ivy D. Lee

Arts & Environment Committee

Yolanda Fuller

Extraordinary Ministers of Holy Communion

Debbie Moore

Lectors

Tyrone Fuller

Adult Choir

Louise Maurer

Youth Music/Ensemble

Michelle Vallet

Greeters

Madeleine Conway

Ushers

Tyrone Fuller

***Christian Formation & Spiritual Life Ministries***

Catechists

Margie Curtis

Edge & Teen Life Catechists

Margie Curtis

Small Church Communities

Enrica Pierce/Steve Taylor

Vacation Bible School

Margie Curtis

Sponsors

Margie Curtis

Family Mission Trip/Service Days

Margie Curtis

Young Adult

Margie Curtis

Children's Liturgy

Margie Curtis

Catholic Daughters

Knights of Columbus

***Justice and Peace Ministries***

Justice and Peace Committee

Bereavement Care Service

Card Ministry

Christmas Gift Ministry

Faith Community/Parish Nurses

Funeral Preparation

Funeral Reception

Gardens at Warwick Forest/Bingo

Legislative Advocacy

Respect for Life (Pro-Life)

PORT

FISH

Food Pantry

***Volunteer Services & Caring Ministries***

Church Cleaning

Fellowship

Gardening Angels

Nursery

Office Volunteers

Columbaria Trustee

Website Management

Jan D'Urso

Rick Schrim

Mary Loesch

Regina Asaro

Dennis Buckley

Tammy Castagna

Regina Asaro/Mary Loesch/Judi Allison

Dee Dean/Fred Hacke/Ivy D. Lee

Marilou Henry/Joan Loweus/Kathy Skinner

Paul and Kathy Grace

Fermanda Kelly

Marilou Henry

Mary Loesch/Margie Curtis

Mary Loesch/Office Staff

Susan Yungbluth

Kathleen Myrich

Bernie Gerlach

Debbie Pace

Fran Blanchard

Steve Taylor/Laura Russ

## **Sacramental Preparation Classes**

St. Jerome offers Sacramental Preparation classes to individuals and families that desire them. The various classes have their own facilitator and scheduled times. Anyone seeking a class please contact the church office or Margie Curtis. The classes offered at St. Jerome Catholic Church are Baptism, Communion, Confirmation, Holy Matrimony, Reconciliation and RCIA (Rite of Christian Initiation of Adults).

**St. Jerome Catholic Church has produced this catalog of ministries so that our Church family, newcomers, and visitors will know the many organizations that help our parish function as a vibrant, welcoming community. Additionally, our hope is that you, as well as your family, will find an area that speaks to your heart. Although our goal is to remain as current as possible, please understand that some of the contact persons, the meeting locations, and the times may have changed. However, we urge you to contact the person listed or the parish office during regular office hours if you have any questions or concerns.**

**“There are different gifts but the same spirit. There are different ministries but the same Lord; there are different works but the same God who accomplishes all of them in everyone.” -1Corinthians 12:4-6.**