

# ***St. Albert the Great Ministries – July 2009***

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## ***Our Mission***

Called by the gospel of Jesus Christ, Saint Albert the Great Parish is a community of believers seeking to deepen our faith and become more unified in the Body of Christ. We accomplish this through our ministries of worship, evangelization, education and service to our members and to the community. Nurtured by the Eucharist, scripture, prayer, and church teaching, we strive to remain faithful to our calling as a Catholic community, so that Christ's love might be better proclaimed.

Each of the ministries addresses one of the five elements (Evangelization, Worship, Word, Community, Service, Stewardship, and Leadership) which proclaim the essence of Parish Life. Through the ministry and leadership of the Pastor and Pastoral Council the various ministries are coordinated and guided to fulfill the Mission Statement and the Pastoral plan as developed by the Parish.

*(We apologize in advance for any incomplete information, names, members, or spellings. Please send corrections to the Parish office.)*

### **ADORATION GROUP**

Adoration is an act of worship that recognizes devout recognition of God's transcendent excellence. There is a calling to stand in awe of His perfection; we are compelled to worship and acknowledge His immensity and supremacy. This is an informal group led by the Pastor with periodic worship sessions.

Contact: Father Jim Orr (412) 884-7744

### **ALTAR SERVERS**

The primary role of the altar server is to assist the priest in the celebration of the liturgy during Mass. This is done through specific actions and by setting an example to the congregation by active participation in the liturgy by their actions, singing of hymns, responses of the people, looking alert and sitting or standing at the appropriate times.

Servers carry the cross, the processional candle(s), hold the book for the priest celebrant when he is not at the altar, carry the incense and censer, present the bread, wine, and water to the priest or deacon during the preparation of the gifts or assist him when he receives the gifts from the people, wash the hands of the priest, assist the priest celebrant and deacon as necessary.

Serving is an excellent way for children in grades 5-12 to fully participate in our faith, grow in maturity, and grow in confidence in professing faith.

Contact: Parish Office (412) 884-7744

### **BEREAVEMENT MINISTRY**

This ministry sends cards to families of deceased parish members all year, not only at holiday season.

Contact: Betty Meyer via the Parish Office (412) 884-7744

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### **BOY SCOUTS/GIRL SCOUTS**

St. Albert the Great supports the Boy Scouts of America which is one of the nation's largest and most prominent values-based youth development organizations. The BSA provides a program for young people that builds character, trains them in the responsibilities of participating citizenship, and develops personal fitness.

For nearly a century, the BSA has helped build the future leaders of this country by combining educational activities and lifelong values with fun. The Boy Scouts of America believes — and through nearly a century of experience, knows — that helping youth is a key to building a more conscientious, responsible, and productive society.

Contact: John Cain (412) 884-2961

### **BULLETIN WORKERS**

The weekly bulletin is the primary communication tool for the Parish. Volunteers in this ministry assist in organizing inserts and stuffing envelopes for the Advent and Lenten mailings.

Contact: Dolly Novicell via the Parish Office (412) 884-7744

### **CAPITAL CAMPAIGN**

Capital expenses include extraordinary and/or one time expenses such as repair of the church roof or paving of the parking lot. Funds for repairs such as these do not come from the standard operating budget but from the capital campaign.

Contact: Pastor Father Jim Orr via the Parish Office (412) 884-7744

### **CCD CATECHISTS AND AIDES**

*“Things that we have heard and known, that our fathers have told us. We will not hide them from their children. But tell to the coming generation,, the glorious deeds of the Lord, and his might, and the wonders He has wrought.” Ps 78:3-4*

The catechist shares and helps to carry out the catechetical mission of the Church. He/she provides catechesis so that the tenets and beliefs of the Catholic Church are passed on to our children. Through the ministry of the volunteer catechist, he/she teaches the Word of God to children and proclaims the word by his/her own living witness of the faith.

Responsibility of the Catechist include:

- Knowledge of the content of faith
- Skill in presenting the faith to a particular age group
- Recognition and names his/her own gifts and skills
- Lesson preparation
- Present to teach the class and is available for communication with students and families
- Is available for meetings and training on both the parish and diocesan level
- Is cooperative in all service and worship activities involving the students
- Be open to completing the Pillar courses toward certification

The Diocese offers four courses (morality, sacraments, methods, creed) to help the Catechist in his/her vocation as a teacher.

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### Responsibility of Classroom Aides

- Aides must be 14 years of age, mature, and confirmed
- He/she assists the catechists during the religious education session, often with the younger grades
- They provide valuable assistance in class management

### Substitute Catechists

- He/she are needed to staff a class when the catechist is unable to fulfill his/her teaching responsibility due to illness, etc. this is an opportunity for those unable to commit a large amount of time.

Contact: Pam Boron - Religious Education Director at 412-884-8282.  
CCD is on Sundays at 10:00 a.m. and on Tuesdays at 7 p.m.

### **CHOIR AND CANTORS**

*"Then Moses and the children of Israel sang this song to the LORD" Ex. 15:1*

*"Let the word of Christ dwell in you richly in all wisdom, teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord."*

The choir lifts up their voices in praise at the 9:00 a.m. Sunday Liturgy. Those graced with voices that can raise up the Parish in song are encouraged to join the choir.

Contact: Eileen Hite – Director of Music (412) 884-8282

### **CHURCH CLEANERS**

The St. Albert the Great building serves as our sacred place of worship. Keeping the building clean and well kept maintains dignity of worship.

Frequency: TBA

Contact: John Cain via the Parish Office (412) 884-7744

### **CHURCH DECORATORS**

The decoration of the Church for Holy Days and the Seasons of the Church enrich the worship experience and show our respect to God. Many in the Parish have an eye for decorating and can use their gift to enhance and uplift the liturgy.

Contact: Mary Ann Cilia via the Parish Office (412) 884-7744

### **EUCCHARISTIC MINISTERS**

The faithful who are special ministers of communion **must be persons whose good qualities of Christian life, faith, and morals recommend them**. Let them strive to be worthy of this great office, foster their own devotion to the Eucharist, and show an example to the rest of the faithful by their own devotion and reverence toward the most august sacrament of the altar.

- Training for this ministry is offered in May of each year at the Parish at the direction of the Pastor or Deacon. Eucharist ministers are commissioned or re-commissioned on the Feast of Corpus Christi.
- Responsibilities include assisting the Pastor in distributing the most Holy Body and Blood of Christ during Mass and distribution to those parishioners who are hospitalized or home bound.

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Contact: Mary Ann Edelman via the Parish Office (412) 884-7744

### **FESTIVAL WORKERS**

The annual St. Albert the Great festival takes place in June. The festival serves many purposes in fund raising, bringing a sense of community to the Parish, developing our young people in the spirit of service, and acts as an evangelical opportunity to show all visitors the vitality and goodness of our Parish by the grace of God.

Contact: the Parish Office (412) 884-7744

### **FINANCE COUNCIL**

This ministry works under the Diocese of Pittsburgh rules for the administration of Parish finances. Members are appointed by the Pastor.

Contact: Mike Greco – Chairperson

Members: Mike Greco, Ted Boron, Dan Speca, Hank Stevens, Bill Schmidt, Hank Murawski

### **FUNERAL MINISTRIES AND SERVERS**

The passing of one of our brothers or sisters in Christ is one of the saddest times in a believer's life; even though we have faith and hope in seeing our loved ones again. Even Jesus wept upon hearing his friend Lazarus fell to sleep. Those called to this ministry have a strong calling to empathy and love for those who grieve and are indeed touched by the God's grace.

Servers are available to assist in funeral masses.

Contact: John Heilman or Dolly Novosel via the Parish Office (412) 884-7744

Servers: John Heilman, Chris Silcres, Don Zandier, Don Fix, Hank Stevens, Dolly Novosel

### **LADIES OF CHARITY**

Our main purpose is to imitate our Lord in helping the needy, both spiritually and materially, in a spirit of the three principal virtues of the association: humility, simplicity and charity. Personal service to the poor, especially the ill, the underprivileged, the handicapped, the children, the elderly, the distressed and the lonely, has always been a part of the life and activity of the Ladies of Charity. We also strive for social justice, support other charitable undertakings, and promote spiritual growth of the members.

Contact: Barb Sentner or Kathy Macher via the Parish Office (412) 884-7744

### **LECTORS**

Lectors assist in the celebration of the Mass by proclaiming God's Word. Passages from the Old Testament and the letters of the Apostles are read during the Liturgy of the Word. Lectors also assist with the Prayer of the Faithful and in reading parish announcements. The parish is always in need of individuals who possess a love for God's Word and the gifts needed to proclaim it effectively. Lectors participate in regular training.

Contact: Mary Ann Edelman via the Parish Office (412) 884-7744

### **MAINTENANCE**

The maintenance of the church building and grounds is overseen by George Wilson who is the staff maintenance coordinator. There are seasonal and periodic needs for volunteers to assist George. Typically outside garden beds in the front of the church are planted and tended by volunteers.

Contact: Parish Office – (412) 884-7744

Members: Don Boerner and Dennis Boerner

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### **MEMBERSHIP COMMITTEE - PROPOSED**

This committee reaches out to new members of the Parish and the community and invites them to participate in Mass and become an active member of St. Albert the Great. This group also focuses on reaching out to parishioners during “life points” such as First Communion, Baptism, Marriage, and Confirmation to re-welcome the family to a fuller participation in the Parish.

- Contact each new parishioner in person to invite them to active participation in the parish
- Contact new residence of the community and welcome them to worship
- Coordinate welcoming new parishioners at Mass and in the bulletin
- Create and keep current a Parish Brochure
- Ensure that “occasional” parishioners are made welcome when they come back to the Church for Sacraments.

Contact: James Hamel (412) 882-7930

### **MONEY COUNTERS**

St. Albert the Great receives high marks from the Diocese in the method and handling of gifts of financial treasure to the Parish. This ministry is an opportunity to work with fellow parishioners in a relaxed and friendly environment while provide this critical operational function.

Contact: Mary Ann Edelman via the Parish Office (412) 884-7744

### **PARISH SHARE**

- Funds from the Parish Share program aid in the charitable and administrative work of the Diocese of Pittsburgh; and every parish in the diocese has a responsibility to participate in this program. At some point, we or members of our families may need the assistance that PSP can provide.
- Money collected for Parish Share allows the diocese to help families in crisis through Catholic Charities—this could be through counseling services or a free health clinic, marriage and parenting programs, or in other ways.
- PSP money is used to support training of seminarians in our diocese
- The monies assist individuals who are handicapped or in some way disabled.
- PSP provides for hospital chaplains

Contact: Don Matway or Jean O’Neill via the Parish Office (412) 884-7744

### **PASTORAL COUNCIL**

The parish Pastoral Council is, through ongoing pastoral planning, to maintain the integrity of the parish mission and goals and objectives related to it. With this model of Parish leadership, programs and events continue to take place in the parish through the efforts of many dedicated parishioners, always in the context of the parish mission and its pastoral plan. Membership is via a formal discernment process with a target membership level of eight persons.

- A Leadership Body
- Articulates the Mission
- Pastoral Planning
- Empowerment and Oversight
- Prayer and Discernment

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- Collaboration
- Consensus

Contact: Kathy Bezek – Facilitator via the Parish Office (412) 884-7744

Members: Diane Battaglia, Kathy Bezek, Rita Duffy, MaryAnne (Sissy) Edelman - Convener, Jim Hamel – Recorder (412) 882-7930 , Kevin Karman, Fr. Jim Orr - Presider, Tim Rothhaar

### **RCIA - Rite of Christian Initiation for Adults**

The Rite of Christian Initiation for Adults (RCIA) describes the process through which adults enter or complete the entrance into the Catholic Church. The RCIA is “a gradual process that takes place within the community of the faithful.” Through reading, prayer, instruction, and reflective discussion, participants prepare for reception of the Sacraments of Initiation (Baptism, Eucharist, Confirmation), along with the Sacrament of Reconciliation.

Contact: Parish Office

### **ROSARY MAKERS**

The word Rosary means "Crown of Roses". The rose is the queen of flowers, and so the Rosary is the rose of all devotions and it is therefore the most important one. The Holy Rosary is considered a perfect prayer because within it lies the awesome story of our salvation. With the Rosary in fact we meditate the mysteries of joy, of sorrow and the glory of Jesus and Mary. It's a simple prayer, humble so much like Mary. It's a prayer we can all say together with Her, the Mother of God. With the Hail Mary we invite Her to pray for us. Our Lady always grants our request. She joins Her prayer to ours.

Contact: Pat Ferrese or Diane Battaglia via the Parish Office (412) 884-7744

### **SACRISTAN**

As the Ceremonial of Bishops states: "The adornment and decor of a church should be such as to make the church a visible sign of love and reverence toward God" (No. 38).

- Arranges the liturgical books, the vestments, and other things necessary (cruets, chalices, ciboria, linens, oils, processional crosses, candles and torches ) in the celebration of Mass
- With the pastor make sure that the vestments, church furnishings, liturgical vessels and decorative objects are kept in good condition and, if necessary, sent for gilding or repair.
- Responsible for making sure that those who wash the altar linens do so according to the indications of the missal. The sacristan also takes care of burning old linens and other objects that are no longer suitable for liturgical use.

Contact: Marg Puhl via the Parish Office (412) 884-7744

Members: Mary Ann Cilia, Patty Canavin, Elle Miele

### **ST. VINCENT DE PAUL**

NOTE: This ministry is active at St. Albert the Great but operates under a regional grouping of churches in the South Hills.

Members of the Society of St. Vincent de Paul (or "Vincentians" ) are men and women who strive to grow spiritually by offering person-to-person service to individuals in need. We are young and old and come in every shade of skin color. Some of us are wealthy, some are financially poor, but all of us are blessed with an awareness that our blessings (time, talent or treasure) are to be shared with our brothers and sisters in need.

Contact: Betty Rice or Bud Herrle via the Parish Office (412) 884-7744

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### **SERVICE COMMITTEE**

Throughout his public ministry, Jesus demonstrated the degree to which we are to be of service to others in need while working to change the social conditions that create such needs. The church is called both to serve the needs of others and to eradicate the causes of injustice. The Service Committee activities include:

- Running the rummage sale at Summer Festival
- Organizes bingos at Oakleaf Personal Care Home
- Organizes collections for the military through Military Connections
- Food bank collections
- Responds to special collection needs for those in the community

Contact: Dori Anderson via the Parish Office (412) 884-7744

### **USHERS**

Ushers assist at all liturgical functions. They greet parishioners, perform integral functions of the liturgy, and attend to the safety and comfort of the congregation. As an usher...

- Yours is the first of Christ's faces to greet God's people as they assemble in prayer.
- Your greeting is the word that welcomes the stranger to be at home, or the silence that makes of our assembly a foreign land.
- Yours is the task of discretion; knowing how to welcome, and, when and where, to seat the latecomer.
- Yours may be the last word that ushers the community to its week of work in the Lord's vineyard.
- Seek out the lost and confused; do not wait for them to come to you.
- When appropriate, lend a hand and an arm to the disabled, remembering your own infirmities.
- Greet each person as the Lord, for that is precisely whom you meet.
- When taking up the collection, remember that it is for the work of God's people, especially among the poor, remember too, that many who make an offering are themselves poor.
- Remember that you stand at the temple gates: some will come rejoicing and others in fear, some will come healed, and others to seek healing.
- Be sensitive, and welcome all as best as you can.
- Some will rush by and ignore you: let go of your disappointment and pray for the Lord's gentle touch on their heavy hurried hearts.
- Some may fall ill while at prayer; see to their needs, as you would have them see to yours.
- Be slow to judge those who leave early: be glad that they have shared in our prayer and recall that only the Lord knows the reasons of the heart.
- When your brothers and sisters thank and praise you for your work, take delight in the welcome they have found, and rejoice in the work the Lord has accomplished through you.
- Be faithful in the work you do, for through it the Lord saves his people.

Contact: Mary Ann Edelman via the Parish Office (412) 884-7744

### **1000 CLUB RAFFLE TICKET SELLERS**

This on-going raffle provides needed supplemental funding for operation of the Parish.

Contact: Hank Stevens via the Parish Office (412) 884-7744