

TIME AND TALENT DESCRIPTIONS

BUILDINGS AND GROUNDS

1. Buildings and Grounds Commission. The Buildings and Grounds Commission oversees maintenance projects and capital improvements throughout the campus. General maintenance knowledge is helpful but not required.
2. Landscaping, Flowers and Shrubbery. This group will be responsible for the landscaping on campus, and the upkeep of flowers and shrubbery. The group will plant and maintain the large planters around the church, trim bushes and shrubs and keep them in good condition, and maintain plantings around the campus.
3. General Fix-It and Repairs. Those with “handy-man skills” and who are willing to share this talent with the parish are encouraged to check this box! The parish always has a need for general repairs and things that need fixing. This group would help maintain items on the campus, change bulbs, etc.
4. Cleaning. Assist maintenance staff with the cleaning of the church and parish center. Items include periodic deep cleaning of the kitchens, upkeep of the sanctuary furniture, dusting and polishing, etc.
5. Setup and Takedown Crews 1, 2 and 3. These three groups would be responsible for preparing locations on the campus for parish events. This includes setting up tables and chairs, dressing up tables, and taking things down after the event is over. Ideally, we’re looking for 15 people - 5 for each crew.
6. Skilled Trade or Professional Service. Can you provide a skilled trade or service? The parish is always looking for help with electrical work, carpentry, etc. If you possess these skills, we could benefit from your talent! If you check this box on the form, please write the skill/service you could provide on the lines below.

PARISH ADMINISTRATION

1. Serve on the Finance Commission. The Finance Commission oversees the financial operations of the parish. General knowledge of budgeting and financial statements is helpful, but not required.
2. Serve on the Fundraising Commission. A new commission that would focus on fundraising ideas and efforts for the parish. Helpful skills for this commission would include marketing, ideas to bring parishioners together and ways to make extra income for the parish.
3. Receptionist. Work in the parish office answering the telephone and greeting visitors that come to the office area. Training will be provided.
4. Office Work. Help with general office duties for the administrative offices, the preschool and child care center or the religious education office. Duties may include filing, document creation, light mailings, organizing, etc.
5. Assembly of Bulk Mailings. The parish sends out large mailings from time to time. Responsibilities include affixing labels to mailings/envelopes and sorting them in zip code format.
6. Bulletin Stuffing. Stuff inserts in the Sunday bulletins when there are sheets, envelopes or materials that need to be included.
7. Counting Sunday Collections. Join a team to help count the Sunday offertory. Work with existing team members to process envelopes and loose cash that is collected during the weekend Masses. **Those chosen for a team must first undergo a background check.**

8. Serve on the Pastoral Council. The Pastoral Council works directly with the pastor to aide him in the running and the administration of the parish. Those wishing to serve on the commission should possess qualities that include collaboration with the pastor and other commission members and a desire to be of service to the parish community.

9. Edit/Publish the Parish Newsletter. Collect articles for the *Spirit of St. Bernard* newsletter, assemble them and put them together in newsletter format using Microsoft Publisher. General layout and desktop publishing skills are required.

10. Help Serve at Parish Social Events. When the parish hosts a social event, people who have checked this box will be contacted to help serve at the events. Serving may include food, cake, beverages, helping with cleanup afterward, etc.

PASTORAL CARE

1. Communion Visits to the Homebound and Nursing Facilities. Assist with the distribution of Holy Communion to parishioners on the first Friday of the month. You may also be asked to bring communion (once a month) to those in nursing facilities that the parish works with directly. We currently provide services to Karmenta, Belmont, Oak Park Place, Oakwood Village East and Madison Point. Communion ministers would be asked to visit one of these facilities on a given day. Training will be provided to those interested.

2. Respite Care. Training for those interested would be provided by Catholic Charities. Volunteers would visit the homes of parishioners who are full time caregivers and allow them some time away from the home for socialization, running errands, etc. This ministry also focuses on offering companionship to the care receiver. There would be no medical care or housekeeping involved. Maximum commitment would be two hours during the day (no overnights). **Those interested must undergo a background check.**

3. Ride Service. Assist the Director of Pastoral Care in helping parishioners find transportation to church and parish events. Those willing to provide rides can also sign up. **Those interested must undergo a background check.**

4. Provide Food for Funeral Luncheons. The parish still hosts funeral luncheons for families following the funeral Mass and burial. Volunteers are needed on a rotating basis to provide either a salad or dessert for the luncheon.

5. Prayer Shawl Ministry. Volunteers are needed to crochet or knit blankets for newborns in the parish receiving the Sacrament of Baptism and those who are struggling with illness. This includes parishioners who are homebound, those in hospice care and those in nursing and rehab facilities. Volunteers meet on the second Thursday morning of each month at the Parish Center from 10am - 11am.

6. Luke House Ministry. Volunteers are needed on the second Wednesday of each month to donate food items or help serve the evening meal at Luke House. Luke House is dedicated to serving the needs of low-income citizens and those who are homeless by providing a meal that is community-centered and which fosters fellowship. Those who wish to serve at Luke House will be trained by Luke House staff. Those who wish to donate food items should bring them to the Parish Center by 3pm on the second Wednesday of the month. Items that are typically needed include: bread (loaf), milk (gallon), fruit or hot dish items.

7. Special Outreach Opportunities. Periodically we have guest speakers and luncheons that help build church community and outreach to our parishioners. It also helps to inform parishioners of community resources available to them. Volunteers are needed to help greet participants, serve food, or prepare a dessert item.

RELIGIOUS FORMATION

1. Serve on the Religious Formation Commission. The commission's primary responsibility is to help plan programming for the year. This includes youth formation, adult faith formation, CORE Lesson, and other formation opportunities.
2. Catechist (Teacher). Help as a teacher for CORE Lesson and other faith formation opportunities. CORE Lesson takes place on the first Sunday of the month.
3. Catechist Assistant. Assist the catechist in the classroom.
4. Facilitator. Facilitators are not expected to teach. Their role is to lead a lesson taught by a catechist (usually through electronic media) and to lead a time of discussion and reflection following the catechesis.
5. Volunteer for CORE Lesson. Assist the director as needed during CORE Lesson, which meets on the first Sunday of the month.
6. Food Preparation for CORE Lesson. Assist in preparing food for those participating in CORE Lesson. Serve food and clean up afterwards.
7. Liturgy of the Word for Children. This ministry takes children ages 3-7 during the 10:00am Mass and provides them with an opportunity to interact with the Word of God. Volunteers will be responsible for reading the scriptures and leading a short activity. Two volunteers always work together with the children. **Those interested must undergo a background check.**
8. General Volunteer. Volunteers will assist the director during programming. This may include helping prepare refreshments, serving as a greeters, helping to organize, etc. Volunteers may also assist the director at celebrations of the Sacraments, Sacramental prep sessions, etc.

LITURGY

1. Liturgy Commission. The Liturgy Commission helps with the planning of the liturgical year and other items directly related to the Sacred Liturgy.
2. Serving Opportunities. Youth and adult servers are needed to assist with weekday Masses, weekend Masses, weddings and funerals. Training is provided.
3. Sacristan. The sacristan prepares the needed items for weekend Mass and ensures that all liturgical ministers have checked in for their assignments. Sacristans arrive 30 minutes before each weekend Mass and prepare the tray, which includes the Presider's chalice, the ciboria for Mass and the gifts for the offertory table. Sacristans will also watch the sign-in sheet and look for other ministers in the assembly if a scheduled minister fails to arrive. After Mass, sacristans will return the tray to the sacristy, put liturgical items away and assist with the closing of the church.
4. Adult Choir. Sing in the adult choir. The adult choir sings for the 10:00am Mass on Sundays and on certain holy days throughout the liturgical year. Rehearsals are on Thursday evenings from 7-9pm.
5. Children's Choir. Children in grades 2-6 are encouraged to sing in the children's choir. The choir sings once per month. Rehearsals are on Wednesdays from 4:30pm to 5:00pm.
6. Contemporary Choir. Sing with the contemporary choir. The choir usually sings twice per month at the 4:30pm Mass on Saturdays. Rehearsals are on Wednesdays from 6:30pm-7:25pm.

7. Handbell Choir. The parish has a full set of handbells, and the handbell choir plays periodically throughout the liturgical year. Rehearsals begin at 9:30am on Saturdays for adults, 5:05pm on Wednesday evenings for children and 7:30pm for young adults.

8. Eucharistic Minister. Volunteers help with the distribution of the Sacred Body and the Precious Blood during weekend Masses, holy days of obligation and special Masses. Training is provided.

9. Art and Environment. Assist the coordinator in preparing the church for the different liturgical seasons. This includes the changing of altar cloths and banners, arrangement of flowers and other decorative items and maintenance of the environment (watering on a regular basis).

10. Usher. Ushers assist during weekend Masses and holy days of obligation by taking up the offertory collection, monitoring the doors, ensuring the safety of parishioners during Masses and liturgical events, assisting with seating during heavily attended Masses and helping parishioners during Holy Communion. Training is provided.

11. Greeter. Greet parishioners and guests as they arrive for Mass.

12. Instrumentalist/Accompanist. If you play a musical instrument and would like to offer this talent during Mass, we'd love to have you! Pianists and organists are especially encouraged. Guitarists and other instrumentalists play with the Contemporary Choir twice per month at the 4:30pm Mass on Saturdays.

13. Lector. Lectors proclaim God's word from the scriptures during weekday and weekend Masses. Training is provided.

PRESCHOOL AND CHILD CARE CENTER

1. Preschool and Child Care Commission. If you have a passion for child care or early childhood education, this is the commission for you! We're looking for those interested in helping improve our preschool and child care programs. Those with marketing skills are especially encouraged to help!

2. Preschool and Child Care Center Volunteer. We're always looking for parishioners to volunteer in the preschool and child care center as certified caregivers and assistants in the classroom. **Those interested must undergo a background check.**

PARISH GROUPS

1. Women of St. Bernard. This is our women's group in the parish. The women's group is in charge of a number of fundraisers for the parish, including the Salad Luncheon, the Christmas Bazaar and the Garage Sale. The women's group also helps organize outreach presentations to parishioners and they prepare and serve the funeral luncheons. The group has quarterly meetings.

2. Knights of Columbus. This is a group for men. The parish has an active Knights of Columbus council which serves the parish. If you check this box, your name will be forwarded to the council's Grand Knight, and he will contact you to provide more information on the council, its activities and the outreach the council does for the parish and the community.

3. Society of St. Vincent de Paul. We have a very active conference in our parish. The Society of St. Vincent de Paul works directly with those who are in need. Members of the conference visit homes and become directly involved in providing financial assistance, furniture and other items which are needed. A majority of the parish's outreach is provided through the conference of St. Vincent de Paul.