



St Philomena Parish

2015

MINISTRY GUIDE



"The harvest truly is plenteous...."

—Matthew 9:37

Where Do
You?
Fit?

Saint Philomena Parish Mission Statement - We will follow the example of Christ through Christian stewardship by giving of our time, talent and treasure to attain justice and peace for all of God's People in order to share in the Glory of God.

Stewardship Prayer

My church of St. Philomena is composed of people like me. I help make it what it is.

It will be friendly, if I am. Its pews 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 of my time, talent and my treasure in tithing.

It will bring other people into its worship and fellowship, if I invite and bring them.

It will be a church of loyalty and love, of fearlessness and faith, and a church with a noble spirit, if I, who make it what it is, am filled with these same things.

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.

Amen

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Altar Linen

The Altar Linen ministry consists of 12 dedicated, hardworking volunteers who launder the altar linens used during the Mass. Each member takes turns every month to launder the soiled linens - the corporal, pall, purificator and finger towels. These linens are all used at Mass and are closely associated to the Body and Blood of the Lord, and therefore, should be handled with reverence.

What does the ministry offer to the Saint Philomena Parish?

We provide immaculately cleaned and ironed altar linens for use at the church during all the Masses.

What are the ministry's important recurring events?

We schedule the washing and ironing accordingly to ensure the availability of usable altar linens at all times.

What are the ministry's needs, and/or who are they looking for?

Willing, dedicated, patient, hardworking individuals who love to do "behind the scenes" tasks as a way of offering thanksgiving and praise to the Lord.

Altar Server

The Altar Server ministry provides assistance to the priest during the celebration of the Mass. They are also responsible for preparing the altar and various other preparations before the Mass begins.

What does the ministry offer to the Saint Philomena Parish?

We provide assistance to the priest during Mass and a ministry younger people can join without being intimidated by adults.

What are the ministry's important recurring events?

Altar Servers are needed for every Sunday Mass. They are also especially important during Lent, Holy Week, Easter, Advent and Christmas.

What are the ministry's needs, and/or who are they looking for?

We are always looking for additional members to join, and support from parents. Young people who wish to join should have received First Holy Communion.

Audio/Visual Tech

The Audio/Visual Tech ministry oversees the electronic communications needs for the church through planning, acquiring, installing, operating, maintaining and troubleshooting the equipment. Our goal is to provide clear communication within budget.

What does the ministry offer to the Saint Philomena Parish?

Proper celebration of the Mass requires well-functioning audio and video equipment, and it is our duty to see that this happens.

What are the ministry's important recurring events?

Aside from setup and maintenance of the equipment, we are responsible for startup and shutdown of equipment before and after Mass, respectively.

What are the ministry's needs, and/or who are they looking for?

We are looking for responsible volunteers interested in working with audio/visual equipment.

Baptism

The Baptism ministry coordinates with the Parish priest and staff to lead the Baptism class with the parents and godparents of children to be baptized. We assist them in understanding what the Baptismal Rite is about and how important they are as role models and nurturers to lead their children to receive the next sacraments of the Church.

What does the ministry offer to the Saint Philomena Parish?

The ministry holds the Baptism class for the parents and godparents to attend, and assists the Pastor or the visiting priest during the Baptismal Rites.

What are the ministry's important recurring events?

No recurring events, Baptism is performed as needed.

What are the ministry's needs, and/or who are they looking for?

Those wishing to join should demonstrate a commitment to teach the Baptism class. They will assist the priest in setting up the Baptismal font, Holy Oils, linens, and candles. In addition, they will direct the parents and godparents to the designated pews.

Bereavement

The Bereavement ministry offers assistance in providing funeral services for the Church, when requested.

What does the ministry offer to the Saint Philomena Parish?

We offer assistance to the family and Pastor/priest/deacon before, during, and after the Funeral Mass, providing additional services, as needed.

What are the ministry's important recurring events?

We prepare everything needed for celebration of a Funeral Mass. Volunteers must be present to set up the reception area and greet family of the deceased. During the Mass, we lend support services as needed, such as being altar servers, distributing Orders of Worship, Lectoring, cleanup, etc. Finally, we set up the lanai area for the serving of refreshments after the Mass.

What are the ministry's needs, and/or who are they looking for?

We need more members to be present and available to assist the family before, during and after the service.

Bible Study

We read, reflect, study and discuss/share the Bible to learn more about God's Word.

What does the ministry offer to the Saint Philomena Parish?

Through our study of the Holy Bible, we hope to spread the joy of reading the Scriptures to our fellow parishioners. We would like to disseminate the truth – that the Holy Mass is in the Bible, and that the Bible is in the Holy Mass. This will give worshippers a better appreciation and understanding of the Holy Sacrifice of the Mass.

What are the ministry's important recurring events?

Our group meets every Monday from 6 PM – 8 PM for Bible study. We also make announcements twice a year to invite those who are interested in becoming members.

What are the ministry's needs, and/or who are they looking for?

We welcome theologians, seasoned Bible teachers and scholars who can encourage and train more Bible study facilitators.

Holy Communion

Our ministry brings the sacrament of the Body and Blood of Christ to the people of God. It also witnesses to our faith in the real presence of Christ in the Most Holy Eucharist.

What does the ministry offer to the Saint Philomena Parish?

Extraordinary ministers of Holy Communion assist the priest in the distribution of the Holy Communion in the absence of enough priests and deacons, so that it may be distributed in a reverent and orderly manner. We help prepare vessels, wine cruet and hosts for the Mass, and also stay after Mass to cleanse and put away the vessels and offerings. We also bring Holy Communion to the sick or homebound.

What are the ministry's important recurring events?

The ministry serves at all Sunday Masses, as well as other Eucharistic celebrations.

What are the ministry's needs, and/or who are they looking for?

Practicing Catholics who are at least 16 years old and are fully initiated Roman Catholics having received Baptism, Confirmation, and Eucharist. If married, must be married in the Catholic Church. Formal training is required. New extraordinary ministers of Holy Communion will be commissioned by the Pastor for this ministry before serving.



Homebound

Have you been thinking about joining a ministry, but are hesitant about committing time because of your busy life schedule? Can you spare a half hour one day a week to represent your parish and brighten someone's day? Then the Homebound ministry might be a good starting point for you.

"Priests with Pastoral responsibilities should see to it that the sick or aged, even though not seriously ill or in danger of death, are given every opportunity to receive the Eucharist frequently ..." (Pastoral Care of the Sick, 72).

We are a small group of Extraordinary Ministers of Holy Communion who assist the priest in his pastoral duties by bringing Holy Communion to sick or homebound individuals at home.

What does the ministry offer to the Saint Philomena Parish?

In bringing Holy Communion to the homebound, we represent Christ and express the faith and charity on behalf of our parish to those who cannot join us at Mass. We reach out to the homebound to show them that they are still a part of our parish family, and that we bring the love and support of our St. Philomena community.

What are the ministry's important recurring events?

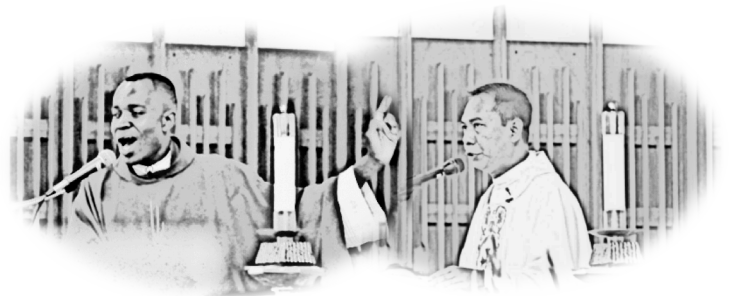
We visit the homebound once a week, praying with the person, offering Holy Communion, and sharing the latest news from the Parish. Additionally, with the Outreach

and Kokua Ministries, we co-host an annual Christmas luncheon for the homebound, frail and elderly.

What are the ministry's needs, and/or who are they looking for?

Although there are many Extraordinary Ministers of Holy Communion who serve during Mass, the number who take Holy Communion to the homebound are few. We need to expand our small pool of Homebound ministers so we are ready to respond when requests for Homebound services arise. Our goal is to assign each minister to only one person. We also need substitute coverage, such as when a minister is on vacation. Lastly, the majority of our ministry members are in their 70s and 80s, so younger members are encouraged to join

Flexible scheduling makes this ministry doable for both working and retired people. Those wishing to join will be provided training.



Hospital

Are you an Extraordinary Minister of Holy Communion with a couple of hours to spare each week? If so, the Hospital ministry needs your help. Volunteers are in short supply, especially those who can give Holy Communion to a sick patient. The success of our ministry in local area hospitals lies directly with our volunteers. Without these valuable servants, the priests in Hospital Ministry would struggle to meet the needs of Catholic patients. After a short training session, Extraordinary Ministers of Holy Communion can volunteer to offer their services to the Lord through Hospital Ministry. (From the Diocesan Office of Hospital Ministry)

What does the ministry offer to the Saint Philomena Parish?

Have you had a friend, neighbor, or family member in the hospital? They have probably been visited by a Hospital minister. The Hospital Ministry brings the care of the Catholic community to ALL Catholics who are hospitalized. This outreach is accomplished by 2 diocesan priests with the help of volunteers from different parishes who serve patients at the following hospitals: Queen's, Straub, Kapiolani and Kaiser at Moanalua. Through this ministry, patients are able to receive friendly visits, prayers and Holy Communion on a daily basis.

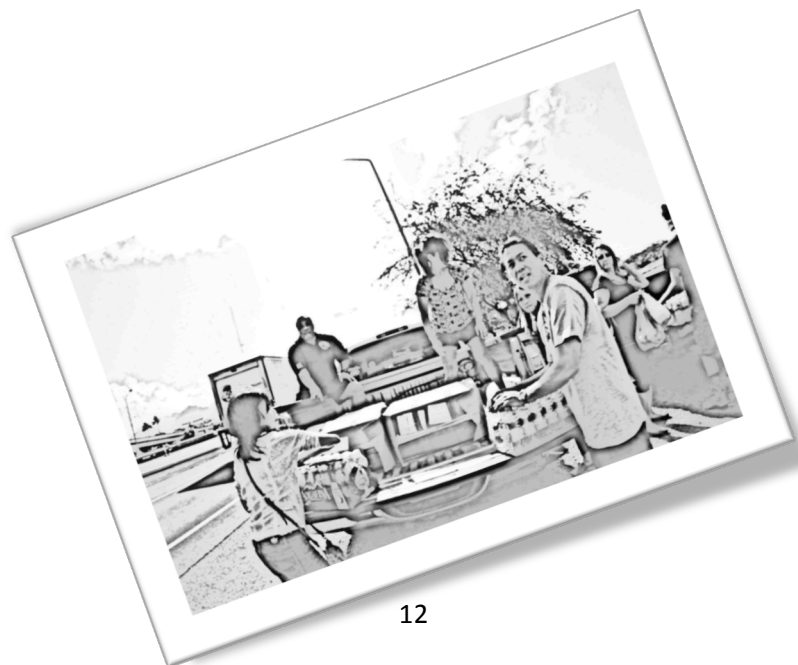
What are the ministry's important recurring events?

Volunteer Hospital ministers are scheduled one day a week for a few hours to visit Catholic patients, pray with

them, and offer Holy Communion. Interested volunteers can indicate their available days and choose the hospital they wish to serve at.

What are the ministry's needs, and/or who are they looking for?

Ideally, 2 volunteers are scheduled for each day of the week. Although we currently have 3 volunteers from St. Philomena who serve at Kaiser Moanalua, we are still short-handed. The other hospitals are also in great need of more volunteers. Practicing Catholics in good standing with a willingness to share their time to visit the sick are welcome to join this rewarding ministry. Shadowing and training will be provided.



Kokua

We are a group of dedicated seniors who take great pride in keeping God's place of worship and its surroundings clean and beautiful. We meet every Friday right after Mass to clean and decorate the church with donated flowers.

What does the ministry offer to the Saint Philomena Parish?

We offer fellowship, comradery and a sense of belonging. We bring much needed monetary support by means of garage and plant sales, especially towards our building fund. We also maintain the plant nursery in back of the rectory, which brings in revenue for the Parish.

What are the ministry's important recurring events?

Semi-annual garage and plant sales, Christmas poinsettia and basket sales, collecting school supplies during the summer months for needy children and Fellowship Fridays with speakers with topics of interest for seniors.

What are the ministry's needs, and/or who are they looking for?

Our membership remains loyal, but due to age and health issues, some of us can no longer lift heavy trash bins, etc. It would be wonderful if we had more male members. We could also use a new tent for our gathering place in back of the rectory.

Lector

The mass is composed of two parts: the Liturgy of the Word and the Liturgy of Eucharist. During the Liturgy of the Word, the role of the lectors is to proclaim the true and saving word of God through the reading of the scriptures. Through the reading of the Sacred Scriptures, we hear God's voice and God himself speaks to his people.

What does the ministry offer to the Saint Philomena Parish?

Lectors proclaim the readings on Sundays and weekday masses, Holy Days of Obligation and any other liturgical events that scriptures are shared. If a deacon is not present, the lectors also do the Prayers of the Faithful. Lectors are also responsible for giving the announcements.

What are the ministry's important recurring events?

When requested, the lectors host Hospitality Sundays and Misa de Gallo and lead Stations of the Cross. We also lend our support to other groups for other parish events. Lectors are encouraged to attend an annual parish retreat, either specifically for the lectors or for all ministries.

What are the ministry's needs, and/or who are they looking for?

We are always looking for more Lectors. Those wishing to join must be a practicing Catholic, at least 16 years of age, attending Mass every Sunday and fully initiated in the Sacraments of Baptism, Holy Communion and Confirmation. Training is provided, but you should have good public speaking and reading skills so you may proclaim the Word of God clearly and reverently, and have the ability to pray with the Bible.



Liturgical Environment

The mission of the Liturgical Environment Ministry at St. Philomena is to utilize art and decorative mediums within our worship spaces during specific seasons of the year to foster a sense of reverence and appreciation for that particular season and endeavoring to present visual expressions of our faith and history, so that upon entering our church, we are inspired to prepare our hearts and minds for the worship of God.

What does the ministry offer to the Saint Philomena Parish?

The Church year consists of six liturgical seasons: Advent, Christmas, Ordinary Time after Epiphany, Lent, Easter, and Ordinary Time after Pentecost. The ministry strives to provide an ambiance of tranquility and beauty for each season to help us focus on the liturgy and prayer through Altar and other ornaments, flowers, plants, etc., throughout the Liturgical Year.

What are the ministry's important recurring events?

We are responsible for preparing the decorations for the church for each of the six liturgical seasons.

What are the ministry's needs, and/or who are they looking for?

This ministry is currently looking for a new leader.



Music

The Music Ministry is a liturgical ministry made up of devoted volunteers willing to share their gift of music; either as a vocalist in the choir and/or as an instrumentalist in order to serve God through praise and worship and prayer through song. Our purpose is to provide music to enhance the celebration of the Liturgy for all masses and special occasions. We hope to encourage our congregation to participate in the Liturgy through the responses and songs.

What does the ministry offer to the Saint Philomena Parish?

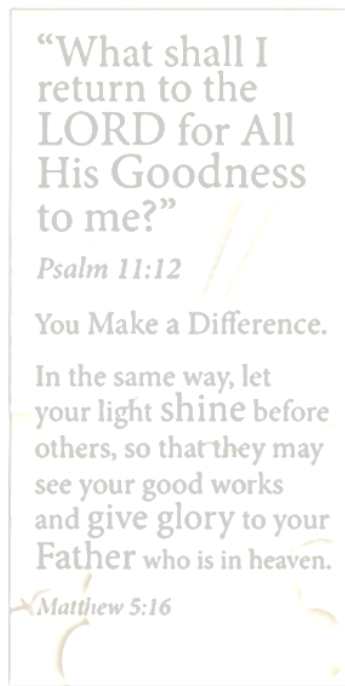
We are an integral part of the Mass as we provide music that is liturgically appropriate for the seasons and to serve as scriptural reinforcement for the scheduled readings. We help lead the responses and service songs with the congregation while trying to set the appropriate atmosphere for prayer and liturgy.

What are the ministry's important recurring events?

To provide the music to support all weekend Masses, Feast Days, and special occasions throughout the entire year (which include Ordinary Time, Lent, Advent, Christmas, etc).

What are the ministry's needs, and/or who are they looking for?

Members are always needed to join the choir, lead the masses as a cantor, or as an instrumentalist. We are looking for volunteers who love music and must be willing to learn and put in the effort to practice. We practice every Wednesday night at 6:45 PM and for a short period before the weekend Masses. Choir members and musicians are needed so that we can fill each of the 4 weekend Masses in order to improve the musicality of our ministry to sing harmonies and add color to the music to elevate the liturgical experience.



Outreach

Our group ministers to the needy by feeding the homeless, distributing food to low-income families, and remembering the frail and elderly homebound in our parish with Thanksgiving food baskets and a Christmas luncheon.

What does the ministry offer to the Saint Philomena Parish?

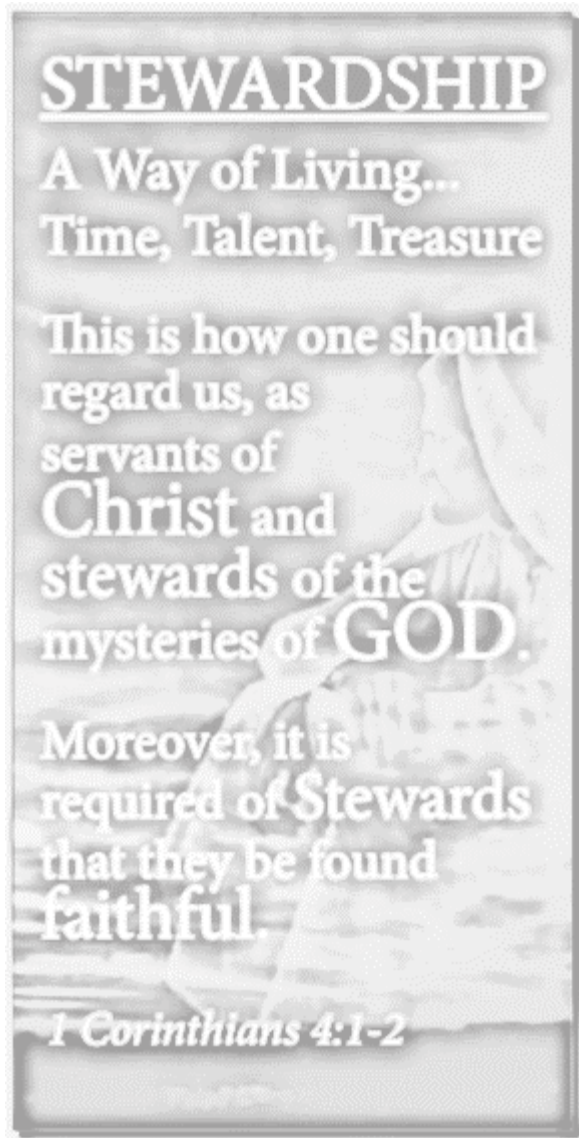
A chance to practice the Beatitudes, a chance to imitate the life of Christ by service to the needy, and to heed the call of our Holy Father who constantly reminds us that we need to help those who live in poverty.

What are the ministry's important recurring events?

We go to the Next Step Shelter in Kakaako 6 times a year with dinner for 200 people. Once a month we open our food pantry and distribute food to residents in the Salt Lake/Aliamanu areas. At Thanksgiving, we prepare food baskets, and the youth of our parish deliver them to frail/elderly homebound parishioners.

What are the ministry's needs, and/or who are they looking for?

We need more people to take responsibility to oversee projects mentioned above. Many are willing to help, but do not want to take charge. Most of us are in our 70s and 80s; we need fresh ideas and new leadership.



RCIA (Rite of Christian Initiation of Adults)

In the Rite of Christian Initiation of Adults (RCIA), non-Catholics become Catholic. Catholics who have not received all Sacraments (of Initiation) receive Confirmation, or Confirmation and First Holy Communion, and are rejuvenated in their Catholic faith.

What does the ministry offer to the Saint Philomena Parish?

We offer the opportunity to serve as role models to students participating in the Rite of Christian Initiation of Adults (RCIA). We also help those wishing to become new members of St. Philomena Church. Parishioners can serve as sponsors or godparents to RCIA students.

What are the ministry's important recurring events?

- Bi-weekly classes
- Rite of Acceptance
- Rite of Sending
- Rite of Election
- Dismissal and Prayer Group
- At the Easter Vigil Mass: Baptism, Confirmation, First Holy Communion

What are the ministry's needs, and/or who are they looking for?

- Catechists (teachers)
- Sponsors and godparents

- Supporters who attend classes as a sign of Parish support!
- Supporters willing to discuss their personal faith journey



Religious Education

St. Philomena's Religious Education Program is made up of dedicated volunteers who are willing to give of their time and talent to teach our children.

What does the ministry offer to the Saint Philomena Parish?

Faith begins in the home, and the catechists who volunteer in our programs are committed to helping parents form their young children in the ways and teachings of Jesus Christ.

Religious Education provides an education program fostering growth, worship, learning, and reaching out to each other in what is most important: **the faith formation of our children!**

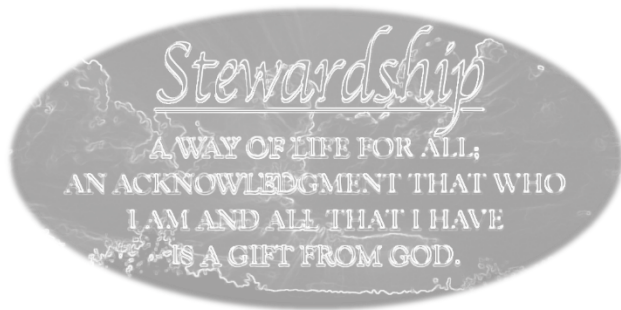
What are the ministry's important recurring events?

Classes run from August through May, and are held Sunday mornings for the students.

What are the ministry's needs, and/or who are they looking for?

We invite you to consider joining us as volunteers in the very important and rewarding work of children's ministry. We are looking for teachers, classroom aides and assistants for special activities such as retreats and community-building gatherings. Licensed teachers are

not required, but individuals should be open to attending diocesan teacher education classes and workshops to enhance their knowledge of their faith and Church teachings.



Respect Life

The Respect Life Ministry seeks to build/transform the culture of life at St Philomena Parish where every human being is valued and protected. From the moment of conception, with his or her own DNA, each Masterpiece created by God to His image and likeness, is sacred and must be recognized as having the rights of a person. God alone is the Lord of life from its beginning until its end.

What does the ministry offer to the Saint Philomena Parish?

Every Catholic has the responsibility of promoting a renewed respect for human life.

The pro-life committee assists in bringing parishioners together to help them understand life issues and the importance of meeting the needs of those who are most vulnerable---especially mothers, their unborn, the ill and the dying. Abortion has become more tragic with the selling of baby body parts. We strongly encourage parishioners to actively pray for the end of the evil of deliberate killing in abortion and euthanasia; not to ignore the many other conditions demeaning human dignity and threatening human rights as those who suffer from poverty, abuse, injustice, hunger, health care, violence of war, scandal of capital punishment, etc.

We have joined in peaceful, prayerful processions/prayer vigils and attended hearings of different bills: Same Sex Marriage Bill w/testimony, Civil Union Bill, Physician Assisted Suicide Bill, etc.

What are the ministry's important recurring events?

Praying Pope John Paul II's Gospel of Life Prayer after the rosary before weekday Mass.

January 22 - March for Life at the Capitol, Luminary Celebration at the Capitol

Spring & Fall - 40 Days for Life Prayer Vigil at Planned Parenthood

October - Public Square Rosary crusade (worldwide) by America Needs Fatima

December 12 - Our Lady of Guadalupe Rosary Novena Spiritual Adoption Program

Public Policy - Political activity related to the right to life, non-partisan voter registration

What are the ministry's needs, and/or who are they looking for?

- Volunteers
- Bus for March for Life
- Pro-Life materials

Stewardship

The St. Philomena Stewardship Ministry is made up of dedicated volunteers willing to promote the practice of stewardship and its importance to the mission of the St. Philomena Parish and for the well-being of each individual Christian. Our goal is to provide an opportunity for everyone to experience the benefits from the sacrificial gift one makes of his/her time, talent and treasure.

What does the ministry offer to the Saint Philomena Parish?

We provide information to the parish on current and future opportunities or events in order to offer as many opportunities for every parishioner to offer their gifts across the spectrum of time, talent and treasure. We also publish a monthly newsletter during the months of March to October highlighting examples of discipleship and stewardship within the St. Philomena Parish.

What are the ministry's important recurring events?

Monthly meetings to determine 'ways and means' of promoting stewardship at St. Philomena. Publishing of the Stewardship Newsletter, planning and hosting of the Ministry Fair and Commitment Sunday.

What are the ministry's needs, and/or who are they looking for?

Individuals dedicated to helping shape and drive St. Philomena's Stewardship journey into the future. No experience necessary. Strong planning, organizational and leadership skills are a plus.



Ushers/Hospitality

The Ushers/Hospitality ministry is made up of a core of volunteers: a coordinator and head ushers who service the four Masses every week and all special liturgies during the Lenten and Advent season.

What does the ministry offer to the Saint Philomena Parish?

The objective of the Ushers/Hospitality ministry is to assist in and facilitate the liturgy of the mass. It is the role of our ministry to greet and welcome all people of the community at the door of the assembly as invited guests of the Lord to share in his supper as brothers and sisters. To provide all necessary Order of Worship materials and other aids and help everyone to find appropriate seating.

What are the ministry's important recurring events?

There are no recurring events for the ministry but we are always assigned a part of any special church event.

What are the ministry's needs, and/or who are they looking for?

We are always looking for more volunteers.

Youth

The Youth Ministry helps perpetuate and grow our faith through sharing our beliefs with all youth, through our words and actions.

What does the ministry offer to the Saint Philomena Parish?

We provide a safe, alternate and comfortable environment for young people between 13 to 18 years of age to gather. A place where they can learn and share more about our Catholic faith while developing a closer connection with God, one's self and their peers.

What are the ministry's important recurring events?

We gather every Monday for Youth Ministry. We also help with all Parish gatherings and activities, such as feeding the hungry and homeless.

What are the ministry's needs, and/or who are they looking for?

All young Catholics between the ages of 13 and 18 are encouraged to join. Safe environment trained adults living a Faith-filled life and willing to share their knowledge of our beliefs with young people.