

**St. Margaret Mary's Parish  
Ottawa, Ontario**

**CALLED TO SHARE OUR  
GIFTS**

**"Come and See"**

**Directory of Ministries,  
Committees and Activities**

## How Do I Share my Gifts?

St Margaret Mary's offers a wide variety of participatory activities and service ministries that may appeal to you. If you are interested in any of the activities or ministries listed here, please fill out a **Called to Share!** form, available at the back of the Church or contact the parish office.

*We encourage all members of our Parish, young, 'golden' and in-between to answer the call to share! Most ministries are suitable for anyone 13 years and up and 'assisting' activities for the younger ones. There is a welcoming space for all to share their gifts in God's House.*

(613) 730-5265  
stmm@magma.ca

**Please help us to save paper!**

Return this booklet to the church so that others can borrow it.

This text is available on the parish website:

[www.stmargaretmarys.ca](http://www.stmargaretmarys.ca)

### **Computer Support**

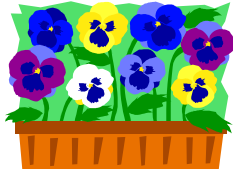
The computer systems of St. Margaret Mary's Parish are maintained by a knowledgeable volunteer, who creates, maintains and updates our Parish website. However, other computer-literate volunteers are needed for occasional data entry, special projects and troubleshooting for staff members.

### **Money Counters**

We have a team of parishioners that meets to count the money from the weekend collections and prepare a bank deposit. Additional names would be welcome as spares.

### **Gardeners**

We have been blessed to have a beautiful garden, at the front and side of the church and rectory, in which we grow flowers and plants that are part of our decor in and around the church. With the guidance of several dedicated parishioners, members of our community are invited to help out with the planting and weeding whenever they are able. Contact the office for more information.



## **CALLED TO SHARE IN OUR PRAISE ... Liturgy and Worship**

*Liturgy is the centre of our life of faith. Many people are necessary to bring about our weekly worship in the Sunday Eucharist, our weekday masses, our celebrations of the liturgy of the hours, and the various special liturgies held throughout the year. Additionally, parishioners are invited to enrich their faith and prayer life through devotional practices.*

### **Liturgy Team**

The Liturgy Team is responsible for the guidance and coordination of all of the elements associated with our liturgical celebrations. This includes proclaimers of the Word, announcers, servers, Eucharistic ministers, music ministers, mass coordinators and the décor in our worship space for both weekday and weekend liturgies. The group is also responsible for the preparation of the Sunday liturgies, as well as special liturgical celebrations throughout the year. The committee meets on the first Tuesday of each month, following evening prayer at 7:00 pm.

### **Evening Prayer**

From ancient times, the Church has had the custom of commemorating each day, the Liturgy of the Hours. We gather every Tuesday to celebrate Evening Prayer at 7 pm. All members of our community are invited to gather and participate through prayer and praise. Individuals are also invited to take on the roles of cantor, proclaimer of the Word, presider and assistant during these liturgies - guidance is provided.

### **Bread Bakers**

The Bread Bakers are a team of people who bake the Eucharistic bread, which we share at the Sunday Eucharist. Members are asked to take responsibility for baking bread for one month. The recipe and training are provided.

## **Proclaimers of the Word (Lectors)**

Lectors proclaim the living Word of God at Mass, during Evening Prayer and during special feasts. They also offer the intercessory prayers on behalf of the community. Service in this ministry offers a wonderful opportunity to grow in knowledge of the Scriptures. For Sundays, proclaimers of the Word are scheduled one or two times per month. Schedules for other liturgies may vary. Training and resources for preparation and reflection are provided.

## **Eucharistic Ministers**

Eucharistic ministers assist the presider in the sharing of the Body and Blood of Christ during Sunday Eucharist. Through service as Eucharistic Ministers, God unites us all with our fellow members of the body of Christ and forms us all into that one body. Training is provided for those who wish to become Eucharistic Ministers. This ministry requires little time outside of your weekly attendance at mass, and all masses are in need of members for this extremely important ministry.

## **Music**

St Margaret Mary's is blessed with a variety of music ministers at all of our liturgies throughout the year, including our Sunday masses, Evening Prayer, weddings, funerals and other special occasions. Participation in most choirs is generally required on a weekly basis. The length of rehearsals depends on the group. See the music ministers at any mass for further information. Music ministers are also invited to participate in meetings of the Liturgy Committee, in order to discuss the needs of the musical community of our parish, and to help design a music program that enables our whole parish to sing God's praises. Meetings are held seasonally.

## **Sacristans/Mass Coordinators**

The members of the ministry of sacristans care for the contents of the church. They launder the altar linens weekly, maintain the presider's vestments, clean and polish the Eucharistic vessels, replace candles on the altar and in the church as needed, and dress the altar as required. Training for this ministry is provided, and the schedule is flexible.

Mass Coordinators help ensure that our Sunday liturgies run smoothly. The role includes preparing the bread and wine and inviting



## **CALLED TO SHARE IN TEMPORAL NEEDS ... Financial & Physical Maintenance**

*These committees and teams are responsible for the practical administration of the parish, including the management of finances, budgets, supplies, maintenance, computer systems.*

### **Finance Council**

This council is responsible for assisting the Pastor to meet all financial obligations of the Parish and to manage the Parish funds. Members are approached by the Pastor and the Chair of the Finance Council. They meet once a month, with the Pastor, to review revenue and expenditures, develop budgets, and to generally manage the financial obligations of the Parish. If you are experienced in financial issues, please consider putting your name forward as a future possible candidate. A roster of computer literate volunteers would be helpful for specific jobs.

### **Building/Maintenance Committee**

This committee holds the responsibility for coordinating repairs and improvements to the Church and Rectory. Volunteers are needed in order to maintain our offices, worship area, parish grounds, and rectory.

## Angel Tree Committee

Each Christmas, the Angel tree is put up to encourage a special kind of giving. The team reflects on the Advent scripture readings and decides, with the help of the Holy Spirit, on the recipient of the Angel Tree gifts. A different worthy group is selected each year.

## Development and Peace Committee

Although the Parish is very active in local social justice issues through the Social Justice Committee (above), we are still looking for parishioners willing to come together to explore what the parish can do in the area of national and international social justice and to link with the Diocesan Development and Peace Office. One specific activity involves the Lenten Appeal which culminates with the collection on the Fifth Sunday of Lent. However, there are many other opportunities involving twinning with a church in a developing country or joining efforts already in progress in other parishes, i.e. supporting Carleton University's Catholic chaplaincy efforts in Development and Peace.



parishioners to take up the collection and bring the gifts to the altar, as well as assisting the presider when needed. Coordinators are expected to arrive twenty minutes before mass as some preparation time is required. Training is provided for interested parishioners.

## Décor Team

Our worship space requires preparation for each liturgical season, through the use of flowers, banners, colours, etc. Some planning, thought and preparation is done prior to each season, and members visit the church weekly to freshen up flowers and plants where required. More ministers are always welcome to help prepare our church. No experience is necessary and training is provided. We also need extra helpers for specific occasions, such as Christmas, Easter, and so on.

## Liturgy of the Word for Children

This liturgy is designed for young school-aged children (5-10) but younger and older children are welcome to celebrate as well. Volunteer leaders commit to a one-year term in September. Each volunteer will prepare and lead three to six liturgies with a partner, preferably on consecutive Sundays within a liturgical season. Leaders celebrate with children through a variety of sensory prayer, movement and music, and proclaim the Gospel in language that children can understand and remember. Leaders assist in the gradual initiation of the children into the ritual action of the Church. Leaders work toward a greater and greater response to the Gospel in the daily life of the children which is the goal of this ministry. Leaders are spiritually mature members of the community, in tune with the spiritual life of children and are required to attend one training and formation session in the early autumn. Leaders are encouraged to attend meetings called during the year as necessary. Youth interested in assisting with these liturgies are also encouraged to get involved.



## CALLED TO SHARE IN OUR COMMUNITY... Parish and Community Life

*Our Parish and Community Life ministries support our community needs with opportunities to come together in fellowship, in fun, and in support of each other to strengthen our bonds as the family of God. The activities of these ministries provide opportunities for social gatherings, sharing in faith and giving support to members of our community in times of difficulty.*

### Hospitality Ministry

The Hospitality Ministry is an extremely active group within St Margaret Mary's, with its primary concern being to build community. Various groups provide ongoing activities such as:

- ◆ **Hospitality Sundays:** First Sunday of the month - coffee and goodies after each mass
- ◆ **St Margaret Mary's Feast Day** On or around October 16<sup>th</sup>, the feast of St. Margaret Mary is celebrated with a pot luck activity after liturgies.
- ◆ **Strawberry Sunday:** at the end of June or early July
- ◆ **Easter Vigil Reception:** a reception following the Easter Vigil

This ministry is willing to assist where needed for any special occasion. New members are always needed and welcome; no experience is necessary and the time commitment is what you are able to spare.



## CALLED TO SHARE IN OUR WORLD... Social Action

*St. Margaret Mary's is committed to ministry beyond its own membership, including action on behalf of the poor, marginalized, disadvantaged and disabled. Through the ministry of Social Action and Justice, the many blessings of our community are shared with those in need around us both locally and globally.*

### Social Justice Committee

The role of this ministry is to develop the program vision and the strategy for achieving it; coordinate teams and overall program functions; communicate with the various teams and Parish Council; and liaise with our partners at the various churches who support our work and others in the community. The coordinator is Loretta McCarthy. Thanks to the financial contribution and commitment of volunteers from St. Margaret Mary's Parish, St. Matthew's Anglican Church, Southminster United Church and other dedicated people in the community, the committee operates the following program for which training and coaching is provided:

### Sunday Supper Program

This program provides a complete dinner for those in need of a hot meal and social interaction. It operates every Sunday evening from 3 until 7, beginning the first Sunday after Thanksgiving in October and continuing until the end of April.

## **School Representatives**

School representatives act as liaisons between our parish and Corpus Christi Elementary, and Hopewell Public School, and help to enable regular communication between the schools and the parish community. Representatives generally attend meetings at the school and church, and keep parish informed on the activities of each.

## **Library**

The library at St. Margaret Mary's contains books on a wide variety of theological, liturgical and religious topics. These are available for loan to all our parishioners during regular office hours. We need volunteers to maintain our library system as well as sort and shelve books.

## **Adult Christian Initiation (RCIA)**

The Rite of Christian Initiation of Adults (RCIA) is a process designed for adults who consciously and freely wish to seek the living God through the Church. The candidate's journey of faith with the community leads to the celebration of Baptism, Confirmation and Eucharist. This is done through regular reflection on the Word of God along with catechesis accommodated to our liturgical year. There are various steps in someone's journey to become a full member of our community and different teams are needed for each step. This ministry is extremely rewarding for those who participate. No prior experience or theological background is required, simply a faith in God. Training is provided and the time commitment may be 2 to 3 hours every one or two weeks. If you know of someone who is considering this journey, please encourage them to contact the parish office, so they can be put in touch with a member of the team.

## **Christmas Bazaar Committee**

The St. Margaret Mary's parish Bazaar has now become a yearly event taking place the first Saturday of December. It offers many gift items for Christmas and has something for everyone, young, old, and in-between. The Parish Bazaar Committee is always looking for members to help on their Planning Team and of course, looks for donations of food, preserves, jewellery, handmade gift items, and appropriate items to raffle. Work-groups are organized in the Fall to work on special projects, and volunteers to price items, decorate the hall and serve at our "Café" are always needed.

## **Pastoral Care Team**

Pastoral Care is the love of neighbour expressed through the skills of listening, affirmation, prayer and referral. Our members visit those who are shut-in, elderly, bereaved or those who may be experiencing temporary, extraordinary situations. If requested, we visit parishioners in hospitals and institutions. For many, a very important part of the visit is receiving Communion. Confidentiality is the cornerstone of our ministry. Every member must take a ten-week basic training course which is given in the spring or fall.



## CALLED TO SHARE IN OUR PARISH ... Parish Pastoral Council

*St Margaret Mary's is a vibrant and active community, alive in the spirit and seeking to follow the example of Christ. Through the actions of the Parish Pastoral Council, we continue to try to meet the needs of our parish community and encourage the full, conscious and active participation of all parishioners in the life of our community.*

### Parish Pastoral Council

With the pastor and staff, the Council shares in the planning and coordinating of the overall policies and goals of the parish in keeping with its vision/mission statement. Thus effective lines of communication and accountability are established among the various committees/ministries/groups within the parish with the Council, the pastor and staff. The Council plays a coordinating, monitoring and evaluating role vis-à-vis these bodies without, however, becoming involved in the day to day details.

All baptized Roman Catholics over the age of 16 and registered in the parish are eligible for membership on the Council; elections to Council are usually held in the Fall of each year. Meetings are held on the 2<sup>nd</sup> Tuesday of each month (except July and August) at 7:30 p.m., following Evening Prayer at 7:00 p.m.



## CALLED TO SHARE IN SPIRITUAL GROWTH... Christian Education

*The ministry of Christian Education fosters spiritual growth throughout our Christian journey from childhood to adult life. Our parish has a strong belief in the importance of the sacraments in our life of faith, and our preparation teams are constantly enriched through new members and ongoing learning. Opportunities for faith development are also available through various programs for children and adults.*

### Journey Group

Journey Group is designed to bring people to a greater understanding of the Bible, an awareness of God's living presence in Sacred Scripture, and an appreciation of how the Bible can be applied to daily life. This is open to any parishioner who is interested in learning more about scripture. Each course focuses on different parts of the Bible, such as the Acts of the Apostles, Gospel of Mark and Isaiah. The length of each course is determined by what is being studied. More participants can easily be accommodated.

### Sacramental Preparation of Children

The Sacramental preparation committee helps to prepare parents and school aged children for the sacraments of Reconciliation, Confirmation and First Eucharist. With our renewed understanding of Christian initiation following Vatican II, the Archdiocese of Ottawa is returning to the traditional practice of celebrating Confirmation and first Eucharist together. These sacraments are not tied to a specific age or grade (usually Grade 2), but rather celebrated when the children are ready. For children attending Corpus Christi school, information is available through your child's teacher. For children at other schools, parents are encouraged to contact the parish office. New team members are needed to help prepare children and parents for these sacraments. All that is required is a desire to help children and their parents through these important stages of their faith journey. Several meetings, activities and celebrations are planned throughout the year, and training is provided. Parents are asked to enrol children as soon as possible in the fall.