

St. Thomas Aquinas Parish

955 Alton Road, East Lansing, MI 48823
Phone: (517) 351-7215 Fax: (517) 351-7271

St. John Church & Student Center

327 M.A.C. Avenue, East Lansing, MI 48823
Phone (517)337-9778 Fax (517)337-835

www.elcatholics.org

STEWARDSHIP DESCRIPTIONS

*The following descriptions are provided to help understand the many opportunities available.
For additional questions about any ministry or group, please call the listed contact person.*

WORSHIP (LITURGY)

ALTAR SERVER

- Description: Boys and Girls, 10 years old and up, men and women, any age, assist priest and deacon at Liturgies
- Time Commitment: About once a month. Attend initial training and any refresher training.
- Talent to Share: Willingness to learn about the liturgy and desire to serve.
- Contact Person: Denise Waytes, 337-9778, denise@elcatholics.org

ADULT SERVERS FOR FUNERALS

- Description: Men and women to assist priest and deacon at Funeral Liturgies.
- Time Commitment: When needed. Attend initial training & any refresher training.
- Talent to Share: Willingness to learn about the liturgy, desire to serve and flexible scheduling.
- Contact Person: Denise Waytes, 337-9778, denise@elcatholics.org

EXTRAORDINARY MINISTER OF HOLY EUCHARIST - EMHC

- Description: Assist the priest in distributing the Body and Blood of Christ during liturgy.
- Time Commitment: Typically one liturgy per month at your time preference. Commissioned for 2 years.
- Talent to Share: Gift giving and welcoming. Must have received the sacrament of Confirmation.
- Contact Person: Denise Waytes, 337-9778, denise@elcatholics.org

LECTOR (Reader)

- Description: Proclaim Scripture at weekend worship and other special and seasonal Liturgies
- Time Commitment: Scheduled one to two times per month at choice of Masses. Study and rehearsing preparation. Attend initial training. Commissioned for 2 years. Responsible to attend liturgy as scheduled or to find substitute.
- Talent to Share: Public speaking and reading ability. Must have received the sacrament of Confirmation
- Contact Person: Denise Waytes, 337-9778, denise@elcatholics.org

WORSHIP (LITURGY) CONTINUED

GREETERS/HOSPITALITY MINISTERS

- Description: Friendly welcome and greeting for parishioners and visitors at weekend and special liturgies and passing out bulletins after Mass.
- Time Commitment: Once monthly at choice of Mass preference, and other special liturgies. Attend initial training.
- Talent to Share: Friendly, warm and caring personality. Being responsible for scheduled duties.
- Contact Person: Al Weilbaecher, 351-5460 Ext 329, al@elcatholics.org

USHERS

- Description: Friendly welcome and greeting for parishioners and visitors at weekend and special liturgies, gift bearers assistance, communion ushering, checking pews and church after Mass, passing out bulletins after Mass and general assistance.
- Time Commitment: Once monthly at choice of Mass preference, and other special liturgies. Attend initial training.
- Talent to Share: Friendly, warm and caring personality. Being responsible for scheduled duties.
- Contact Person: Al Weilbaecher, 351-5460 Ext 329, al@elcatholics.org

SACRISTAN (Mass Coordinator)

- Description: Prepare worship space and coordinate all liturgical ministers before, during and after liturgy. First one to arrive, last one to leave liturgy. Initial training and ongoing formation opportunities. *At St. John this includes serving during Mass.
- Time Commitment: One and one half hours per weekend, once or twice per month if there are enough sacristans.
- Talent to Share: Dependable, good at working with people, some knowledge of liturgy or willingness to learn.
- Contact Person: Denise Waytes, 337-9778, denise@elcatholics.org

MASS COORDINATORS FOR WEDDINGS

- Description: Prepare worship space and coordinate all liturgical ministers for wedding ceremony. Initial training and ongoing formation opportunities.
- Time Commitment: 2 hours including rehearsal and wedding. Fridays and Saturdays commitment.
- Talent to Share: Dependable, patient, good at working with people, some knowledge of liturgy.
- Contact Person: Denise Zakerski, 337-9778, sjsecretary@elcatholics.org

MUSIC

ST. JOHN MUSIC ENSEMBLES

- Description: Multi-instrument ensemble that provides music for weekly 8:00 am, 10:00 am, Noon and 7:00 pm Sunday Masses at St. John Church as well as special liturgies and concerts.
- Time Commitment: Thursday evening from 7:00—9:00 pm and one hour before each Sunday Mass.
- Talent to Share: Passion for leading congregational singing and worship.
- Contact Person: Matt Eldred, Director of Music, 351-5460, ext. 318 meldred@elcatholics.org

MUSIC, CONTINUED

ST. JOHN COLLEGIATE ENSEMBLE

- Description: Large vocal and instrumental ensemble that provides music for weekly 5:00 pm Sunday Masses at St. John. This group also performs its own annual campus ministry Advent Concert and a large work every Spring.
- Time Commitment: Sunday afternoon rehearsal at 3:00 pm.
- Talent to Share: Love of music and a desire to lead, develop and grow a dynamic campus worship community at Michigan State University
- Contact Person: Ali Darley, Director of Music, 351-5460, ext. 318 adarley@elcatholics.org

ST. THOMAS AQUINAS ADULT CHOIR

- Description: Large mixed-voice choir that provides music for 11:00 am services at St. Thomas as well as special liturgies and seasonal concerts. This choir welcomes all singers from high school and up.
- Time Commitment: Thursday night rehearsals from 7:00-9:15 pm and one hour before Mass on Sundays.
- Talent to Share: Love of choral music and enthusiasm for leading congregational singing.
- Contact Person: Ali Darley, Director of Music, 351-5460, ext. 318 adarley@elcatholics.org

ST. THOMAS AQUINAS CONTEMPORARY ENSEMBLE

- Description: Multi-instrument, piano and vocal ensemble that leads music at 9:00 am services at St. Thomas as well as special liturgies and seasonal concerts. This music ensemble is open to all musicians from high school and up.
- Time Commitment: Thursday night rehearsals from 6:30-7:30 pm and one hour before Mass on Sundays.
- Talent to Share: Love of music and enthusiasm for leading congregational singing.
- Contact Person: Ali Darley, Director of Music, 351-5460, ext. 318 adarley@elcatholics.org

SERAPH CHOIR

- Position Description: Kids' Choir made up of children from grades 4 - 8. They perform monthly at Masses at both Parish locations as well as Christmas, Easter and seasonal concerts.
- Time Commitment: Thursday rehearsal from 5:30-6:15 pm
- Talent to Share: Enjoyment of singing and a desire to have fun.
- Contact Person: Ali Darley, Director of Music, 351-5460, ext. 318 adarley@elcatholics.org

CHERUB CHOIR

- Position Description: Kids' Choir made up of children from grades K - 3. They perform monthly at Masses at both Parish locations as well as Christmas, Easter and seasonal concerts.
- Time Commitment: Thursday rehearsal from 4:30-5:15 pm.
- Talent to Share: Enjoyment of singing and a desire to have fun.
- Contact Person: Ali Darley, Director of Music, 351-5460, ext. 318 adarley@elcatholics.org

MUSIC, CONTINUED

SELECT INSTRUMENTAL OPPORTUNITIES

- Description: Accompanying choirs, performing in organized instrumental groups for special liturgies, events and/or solos.
- Time Commitment: TBD based on specific event/performance demands.
- Talent to Share: Ability to read music and play a musical instrument proficiently.
- Contact Person: Ali Darley, Director of Music, 351-5460, ext. 318 adarley@elcatholics.org

ART & ENVIRONMENT

INTERIOR PLANT/FLOWER CARE

- Description: Water and care for plants.
- Time Commitment: Once or twice a week.
- Talent to Share: Knowledge of caring of plants.
- Contact Person: Keith Tharp, 337-9778, keith@elcatholics.org

SEASONAL SET UP/TAKE DOWN/FABRIC/TEXTILES - CHURCH

- Position Description: Decorating the sacred space during various liturgical seasons. Set up and take down at the beginning and end of Advent and Christmas and Lent and Easter. There is also set up/take down for some Holy Days and special events during the year. We need people to do light work and people to do the heavy work.
- Time Commitment: One to three hours, seasonal.
- Talent to Share: The ability to create an environment with the help of instructions and pictures and/or the ability to lift and move heavy objects.
- Contact Person: Keith Tharp, 337-9778, keith@elcatholics.org

ST. JOSEPH THE WORKER GUILD (GROUNDS COMMITTEE)

- Description: Member of group of 4-8 people to help identify maintenance needs and wants of parish grounds. Committee would work closely with Business Manager. Committee would help to identify and compile a list of projects, improvements and/or maintenance issues with costs, possible time lines, etc.
- Time Commitment: One to two days to walk through grounds at least two times per year, Fall and Spring.
- Talent to Share: Willingness to help care for our grounds, sharing your expertise and experience in a specific field.
- Contact Person: Keith Tharp, 351-7215 Ext. 308, keith@elcatholics.org

SOCIAL MINISTRY

MSU EXAM WEEK HOSPITALITY

- Description: Donate food for the college students during exam week, or help serve a meal.
- Time Commitment: Twice a year. Exams are during the month of December and May.
- Talent to Share: Baking, cooking or purchasing food.
- Contact Person: Katie Diller, 337-9778, kdiller@elcatholics.org

SOCIAL MINISTRY, CONTINUED

COFFEE BAR AT ST. THOMAS

- Description: Assist members of the Rosary Altar Society make coffee, serve donuts and other preparations and cleanup after each Sunday Mass; If needed, pick up donuts before the 9:00 am Mass.
- Time Commitment: Time varies depending on preparation and clean up needs.
- Talent to Share: Friendliness, willingness to help out.
- Contact Person: Joy Derengoski, 351-7215, jderengoski@elcatholics.org

COFFEE AND DONUTS FOR ST. JOHN

- Description: Purchase donuts. Set up coffee before. After 8:00am and 10:00am Mass greet people, count number attending, collect donations and facilitate socializing.
- Time Commitment: Scheduled once every one or two months.
- Talent to Share: Hospitality
- Contact Person: Denise Zakerski, 337-9778, sjsecretary@elcatholics.org

CHRISTIAN SERVICES

ST. VINCENT DEPAUL VOLUNTEER - St. Thomas Aquinas Conference

- Description: Call on and help those in need in our parish. We make home visits to determine what the needs are and assist with financial help whether it is bills, food, clothes, etc...
- Time Commitment: Eight - twelve hours a month including two monthly meetings and required training.
- Talent to Share: The willingness to see the face of Christ for those in need, to treat them with dignity and kindness.
- Contact Person: Frank Goeddeke, frankG37@gmail.com

ST. VINCENT DEPAUL WORKER - St. John Church & Student Center Conference

- Description: A variety of tasks to meet the needs of the poor in our local community. Assist with St. John food cupboard.
- Time Commitment: One to two hours twice a month.
- Talent to Share: Care for the poor, good practical judgment and transportation.
- Contact Person: Sue Stein Roggenbuck, steinrog@msu.edu

E.L. Catholics Network (affiliate of NETWORK, the national Catholic social justice lobby).

- Description: Activities include: prayer, educating ourselves and our friends, and contacting our
- Time Commitment: Two hours or more - 6:30pm on the fourth Tuesday of each month.
- Talent to Share: Care for the poor, thirst for justice.
- Contact Person: Ed Welch, welche@msu.edu or Al Weibaecher, 3517-5460 or al@elcatholics.org

CHRISTIAN SERVICES, CONTINUED

SENIOR MINISTRY

Description: Senior Citizens who gather monthly for potluck, entertainment, games, and guest speakers. They also volunteer for various Parish activities.

Meeting time/place: Various throughout year.

Contact Person: Dcn. Ziggy, dcnziaagy@elcatholics.org

K OF C - KNIGHTS OF COLUMBUS

Description: Fraternal order of Catholic men dedicated to family and community service

Meeting time/place: Meeting every 2nd and 4th Tuesday of the month at 7:30 pm at St. Thomas

Contact Person: Peter Bertsch, peterbertsch@earthcom.us

ROSARY ALTAR SOCIETY

Description: Maintains the Church, Chapel , and kitchen at STA; serve funeral luncheons; sews prayer blankets, quilts and pocket prayers for those in need; makes crafts for nursing homes; maintains bride rooms; purchases needed items for priests and Church; participates in faith, spiritual, and social activities for the parish.

Time Commitment: Meets in Bishop Baraga room at 10:00am on the second Wednesday of each month.

Contact Person: Sharon Thompson, sthomp6719@gmail.com

RESPECT LIFE

Description: This committee oversees a number of activities and works with other ministries. The 2 Co-chairs are responsible for deciding how to disburse contributions, publicity for life events, assist with Life Chain in October, assist with promoting 40 Days for Life. Other activities include the Dresser Ministry and Our Lady of Grace Special Needs Superbowl Sundays.

Talent to Share: Respect for life - in all stages, time to advance the cause for respecting life

Time Commitment: Averages 2-3 hours a month

Contact Person: Ann Zymontowicz - annzyg@gmail.com or Maureen Dillon - momdillon@hotmail.com

CHRISTIAN SERVICES, CONTINUED

BRING HOLY EUCHARIST TO HOMEBOUND AND NURSING HOMES

Position Description: Available and free to service the schedule of the homebound.
Time Commitment: Daytime, Sunday-Friday for one hour.
Talent to Share: Love of the Eucharist and understanding of its importance to the homebound—must be a trained Extraordinary Minister of Holy Communion.
Contact Person: Denise Waytes, 337-9778, denise@elcatholics.org

LETTER AND CARD WRITING TO THE HOMEBOUND

Position Description: Send greeting cards to homebound. Names supplied by parish coordinators.
Time Commitment: Send cards about four times a year.
Talent to Share: Caring and willingness to remember someone.
Contact Person: Dcn. Ziggy, 351-5460 Ext. 325, dcndavez@elcatholics.org

LINEN MINISTRY

Position Description: Washing and ironing purificators used to wipe the cups at Mass, as well as, dish towels. Also, at times, also washing the altar clothes, corporals, and other surface coverings used at the liturgy.
Time Commitment: One day a month for about 3-4 hours.
Talent to Share: A love the Mass and seeing that our Mass celebrations look their best. (And a love
Contact Person: Marty Boehme, 332-6937, martyboehme@acd.net

ADULT FAITH FORMATION

ADULT FAITH FORMATION COMMITTEE

Position Description: Works with a collaborative and consensus-style committee, along with the Director of Adult Faith Formation, to discern parish needs, assess and plan parish programs, execute and
Time Commitment: 2 hours per month
Talent to Share: Ability to work with a team in developing effective programs and processes that meet
Contact Person: Al Weilbaeher 351-5460 Ext 329, al@elcatholics.org

ADULT FAITH FORMATION. CONTINUED

FACILITATOR FOR LENTEN FAITH - SHARING GROUP

Position Description: Lead and facilitate small faith group discussions reflecting & sharing on Sunday Scripture.

Time Commitment: 1 - 2 hours per session for 4-6 weeks.

Talent to Share: Ability to lead and facilitate small group discussion and to share one's own faith with others.

Contact Person: Al Weilbaecher 351-5460 Ext 329, al@elcatholics.org

SOUP PREPARERS

Position Description: Prepare a large pot of soup (of your choice) for one of our weekly Soup & Substance program on Wednesday evenings during Lenten season.

Time Commitment: 2 - 3 hours, 1 or 2 times during Lent

Talent to Share: Ability to prepare a large pot of soup (of your choice) and bring it to church.

Contact Person: Al Weilbaecher 351-5460 Ext 329, al@elcatholics.org

MARRIAGE PREPARATION FOCCUS COUPLE

Position Description: Married couple to meet and debrief with engaged couples the results of their FOCCUS

Time Commitment: Meet with each couple 1– 2 times, about 3 - 4 couples per year.

Talent to Share: Ability to lead and facilitate dialogue and share about various aspects of your own

Contact Person: Denise Zakerski, 337-9778, sjsecretary@elcatholics.org

HOSPITALITY FOR ADULT FAITH FORMATION EVENTS

Position Description: Provide and arrange cookies, drinks, and other snacks for various adult faith formation programs.

Time Commitment: Requests are infrequent

Talent to Share: Baking and cooking

Contact Person: Al Weilbaecher 351-5460 Ext 329, al@elcatholics.org

CLERICAL ASSISTANCE IN CATHOLIC FORMATION OFFICES

Position Description: Assist in Catholic Formation Office with running copies, preparing mailings, collating

Time Commitment: From 1 - 2 hours monthly (as needed)

Talent to Share: Able to follow directions for copying, collating and preparing mailings.

Contact Person: Al Weilbaecher, 351-5460 Ext 329, al@elcatholics.org

ADULT FAITH FORMATION. CONTINUED

COORDINATOR OF FORMATION RACKS & BULLETIN BOARDS

Position Description: Organize, straighten and restock with adult faith formation resources the various

Time Commitment: 1 hour per week on a Thursday or Friday, 1 week per month

Talent to Share: Ability to organize and arrange formation racks, CD display case and bulletin boards in a

Contact Person: Al Weilbaecher, 351-5460 Ext 329, al@elcatholics.org

LIBRARY ASSISTANT

Position Description: Assist our librarians in maintaining and improving our libraries at both sites by processing and re-shelving books, helping with book inventories, assisting with efforts to promote library among parishioners

Time Commitment: 2 hours per month (as needed)

Talent to Share: Ability to learn, understand and use cataloging system, as well as our library procedures.

Contact Person: Al Weilbaecher, 351-5460 Ext 329, al@elcatholics.org

ALTERNATIVE SPRING BREAK MENTOR

Position Description: Assist Student Leader in setting up ASB trip to a particular site, be present for fundraisers, social and spiritual events prior to trip. Travel with a group of 12 students to a domestic or international service site, empower Student Leader to deal with any

Time Commitment: Bi-monthly meetings from September to March with Campus Minister or ASB group.

Talent to Share: Ability to model a life of servant leadership and to empower a college student to lead and serve others. Must be in good physical health for programs involving construction

Contact Person: Katie Diller, 337-9778, kdiller@elcatholics.org

ESTEEM MENTOR (ENGAGING STUDENTS TO ENLIVEN THE ECCLESIAL MISSION)

Position Description: Mentors will be matched to student leaders who have similar career interests. This program exists to help students learn how to serve the Church while pursuing a lay career. Help students to see how the skills they use in their lay career can benefit the Church (for example, accountants serving on parish finance council, doctors

Time Commitment: Meet with student leaders about once a month, attend occasional ESTEEM events.

Talent to Share: Experience serving the parish and diocesan community.

Contact Person: Katie Diller, 337-9778, kdiller@elcatholics.org

YOUTH

Note: all who work directly with children must participate in a Protecting God's Children training session. For more information, please visit www.virtus.org or contact Annie Kitching.

ADULT LEADERSHIP TEAM FOR HS YOUTH MINISTRY

Position Description: Adult team that will help plan, oversee, and be a part of our Youth Ministry activities.
Time Commitment: A two hour meeting per month.
Talent to Share: Excitement, energy, creativity, organization.
Contact Person: Al Weillbaeher, 351-5460 Ext. 329, al@elcatholics.org

COLLEGE CORE TEAM FOR HS YOUTH MINISTRY

Position Description: College Students who wish to be involved in the daily operations of youth ministry. The College Students will help plan and lead our Sundays as well as Thursday programs. Responsibilities include giving talks, leading small group discussions, ice breakers, prayer experiences etc.
Time Commitment: Bi-weekly meeting for an hour or so to plan for the coming weeks programming. During these meetings we will determine the individuals weekly responsibilities.
Talent to Share: Fun personality, openness, patience, and passion for teens.
Contact Person: Al Weillbaeher, 351-5460 Ext. 329, al@elcatholics.org

HS YOUTH LEADERSHIP TEAM

Position Description: High School Students who are already involved that are looking to take the next step to become leaders in the community. This team will help with the event planning as well as the carrying out of various youth ministry activities.
Time Commitment: One week night meeting a month.
Talent to Share: Excitement, commitment, and openness
Contact Person: Josh Hamilton, 351-5460, jahmilton@elcatholics.org

RELIGIOUS EDUCATION

Note: all who work directly with children must participate in a Protecting God's Children training session. For more information, please visit www.virtus.org or contact Annie Kitching.

CATECHIST OR ASSISTANT - Preschool through 8th Grade

Position Description: Adult or teens work in teams to teach prepared lessons to children in preschool through 8th grade.
Time Commitment: Classes are 70 minutes a week, from October - April. Materials are prepared; catechists must spend 30 - 60 minutes during the week becoming familiar with the lessons. Catechists must attend a one-time Protecting God's Children session. Formation classes will be offered and encouraged, but are optional.
Talent to Share: Love of our faith, and enjoyment of children and youth.
Contact Person: Debbie Lewis, 332-0064 Office or 896-0668 Cell, dlewis@elcatholics.org

RELIGIOUS EDUCATION, CONTINUED

SPECIAL NEEDS CLASSROOM ASSISTANT

- Description: Adult or teens work in teams to assist catechist with children in preschool through 8th grade.
- Time Commitment: Classes are 70 minutes a week, from October - April. Materials are prepared; work with the catechists in presenting the material. Must attend a one-time Protecting God's Children session. Formation classes will be offered and encouraged, but are optional.
- Talent to Share: Love of our faith, and enjoyment of children and youth. Have a heart to work with special needs children.
- Contact Person: Debbie Lewis, 332-0064 Office or 896-0668 Cell, dlewis@elcatholics.org

CHILDREN'S BOOK RACK COORDINATOR

- Description: Willingness to organize and arrange children's books and other materials on the Children's book rack at STA
- Time Commitment: 15 minutes per week, any day Monday - Saturday
- Talent to Share: Ability to organize and arrange.
- Contact Person: Debbie Lewis, 332-0064 Office or 896-0668 Cell, dlewis@elcatholics.org

RCIA—RITE OF CHRISTIAN INITIATION

RCIA SPONSOR

- Description: Walk the faith journey with an RCIA person and be a bridge to the parish for them. Sponsors must be confirmed, active members of the Catholic Church.
- Time Commitment: Attend as many weekly two-hour meetings as possible with one's RCIA person over the course of 12-15 months. First 12 sessions are on Tuesday evenings; the rest are on Sunday mornings.
- Talent to Share: Enthusiasm for one's faith. Willingness to share your faith and learn more about it. Ability to form a supportive relationship with your RCIA person.
- Contact Person: Pete Ries, 351-5460 Ext. 328, pries@elcatholics.org

RCIA TEAM MEMBER

- Description: Works with a collaborative-style committee, along with the RCIA Director, to assess and develop the parish RCIA process in relation to the changing needs of those seeking to join the Catholic Church. Assists by occasionally facilitating a table group at one of the RCIA Sessions
- Time Commitment: 4-5 hours per month
- Talent to Share: Willingness to learn, love for the Catholic faith, desire to share the Catholic faith, ability to work with a team.
- Contact Person: Pete Ries, 351-5460 Ext. 328, pries@elcatholics.org

RCIA, CONTINUED

PROVIDE REFRESHMENTS FOR RCIA

Description: Provide cookies, chips, fruit, etc. for RCIA meetings (usually 25 people).
Time Commitment: Called only twice in a twelve month period.
Talent to Share: Baking, shopping.
Contact Person: Pete Ries, 351-5460 Ext. 328, pries@elcatholics.org

RCIA CHILDREN'S SPONSOR

Description: Walk the journey of faith with a child or teen. Sponsors must be confirmed, active members of the Catholic Church.
Time Commitment: Attend bi-weekly 90 minute sessions with the child or teen September—May.
Talent to Share: Enthusiasm for one's faith. Ability to relate to a child or teen.
Contact Person: Pete Ries, 351-5460 Ext. 328, pries@elcatholics.org

BEREAVEMENT MINISTRY

WORK AT FUNERAL LUNCHESES - both STA and SJSC

Description: Assist with serving, set up or clean up at funeral luncheons.
Time Commitment: Approximately two hours for any given funeral - requests are infrequent. You may be called a few times a year.
Talent to Share: Hospitality and caring for friends and family during their grief
Contact Person: At STA: Sharon Thompson, sthomp6719@gmail.com
At SJSC: Denise Zakerski 337-9778 or sjsecretary@elcatholics.org

PROVIDE FOOD/DESSERT FOR FUNERAL LUNCHESES

Description: Bring a salad or dessert to the church on the day of the funeral.
Time Commitment: Preparation time required for the dish.
Talent to Share: Baking and cooking
Contact Person: At STA: Sharon Thompson, sthomp6719@gmail.com
At SJSC: Denise Zakerski 337-9778 or sjsecretary@elcatholics.org

ADMINISTRATIVE AND SPECIALIZED VOLUNTEERING

ARCHIVIST

- Description: Organizing our past and parish records for historical and administrative purposes-guidelines provided.
- Time Commitment: A few hours a week, time flexible, available sometime during parish office hours preferred.
- Talent to Share: Organizational skills, interest in history, follow through. Likes to solve mysteries.
- Contact Person: Keith Tharp, 351-7215 Ext. 308, keith@elcatholics.org

BULK MAILINGS

- Description: Assist in folding forms, stuffing envelopes, labeling and sealing letters
- Time Commitment: One to two hours when mailings occur
- Talent to Share: Organizational skills, willingness to work with others
- Contact Person: Joy Derengoski, 351-7215, jderengoski@elcatholics.org

PARISH RECEPTIONIST SUBSTITUTE/HELPER

- Description: Cover for Parish Receptionist, answer phones, greet and assist people at the counter, and perform misc. clerical duties
- Time Commitment: As needed to substitute.
- Talent to Share: Cheerful, organized, attention to detail and works well with others
- Contact Person: Denise Zakerski, 337-9887, sjsecretary@elcatholics.org

SPECIAL OFFICE PROJECTS

- Description: Varies according to project such as computer work, putting labels in books, typing, etc.
- Time Commitment: Varies depending on project.
- Talent to Share: Willingness to learn, computer skills, typing, other clerical skills
- Contact Person: Denise Zakerski, 337-9887, sjsecretary@elcatholics.org

ST. THOMAS AQUINAS PARISH SCHOOL

Note: all who work directly with children must participate in a Protecting God’s Children training session. For more information, please visit www.virtus.org, contact the school office or contact Annie Kitching.

PARISH EDUCATION COUNCIL

Description: This council works with the Principal and Pastor on the many policy aspects of the school. They meet quarterly and have committee meetings as needed.

Talent to Share: Desire to see the school excel and be willing to share your time.

Contact Person: St. Thomas Aquinas Parish School Office, 332-0813

ATHLETICS

COACHING

Description: The school has many opportunities for the students to explore athletics and we depend upon volunteers to lead the various teams.

Talent to Share: Desire to mentor children, teach sportsmanship and cooperation.

Contact Person: St. Thomas Aquinas Parish School Office, 332-0813,

WORKING AT GAMES

Description: Admissions table, concession stand, score table

Talent to Share: Desire to support athletics at STA and encourage children

Contact Person: St. Thomas Aquinas Parish School Office, 332-0813,

CLASSROOM VOLUNTEER

TUTOR

Description: Help with math facts, reading and other support as needed.

Talent to Share: Able to communicate well with children, encourage and support their learning.

Contact Person: St. Thomas Aquinas Parish School Office, 332-0813

TEACHER HELP

Description: This varies by grade level with most help needed in the lower grades.
Talent to Share: Desire to work with children, support learning, share joy of learning.
Contact Person: St. Thomas Aquinas Parish School Office, 332-0813,

LIBRARY PARENT

Description: Work hourly shifts as classes have library to assist in check out and to help re-shelve returned books
Talent to Share: Ability to organize
Contact Person: St. Thomas Aquinas Parish School Office, 332-0813

LUNCHROOM

Description: Help in the cafeteria to supervise students during the three lunch periods.
Talent to Share: Enjoyment of children and patience
Contact Person: St. Thomas Aquinas Parish School Office, 332-0813

PLAYGROUND

Description: Help supervise students during lunch recesses.
Talent to Share: Enjoyment of Children and enjoy being outdoors.
Contact Person: St. Thomas Aquinas Parish School office, 332-0813