

# VOLUNTEER OPPORTUNITIES IN MINISTRY AT OUR LADY OF FATIMA PARISH



## **YOU WILL MAKE A DIFFERENCE !**

FIND OUT HOW YOU CAN BECOME INVOLVED AND  
MAKE A DIFFERENCE AT OUR LADY OF FATIMA PARISH

MARK THE OPPORTUNITIES THAT INTEREST YOU AND  
SOMEBODY WILL CONTACT YOU IN THE NEAR FUTURE  
(NO NEED TO INDICATE MINISTRIES IN WHICH YOU CURRENTLY SERVE)

**NO EXPERIENCE NECESSARY – TRAINING IS PROVIDED**

**I PREFER TO HELP FROM HOME:**

**ALTAR GUILD...** *Clean and iron altar linens used in celebration of Mass.*

- clean and iron altar linens two weeks per year       clean Jr. Altar Server gowns approx. twice per month

**I LOVE HELPING PEOPLE DIRECTLY:**

**FUNERAL TEAM...** *Meet with families at the church to help select readings, music for funeral. Must have a flexible time schedule as team members work on-call one week per month.*

**THE LEGION OF MARY...** *Visit Senior Residences weekly, assisting the Catholic residents to and from Holy Mass held at the residence. Help is especially needed on Tuesday mornings at Carlingview Manor.*

**PASTORAL CARE...** *Visit shut-ins and bring them communion.*

**I LOVE OFFICE WORK/ COMPUTERS/TECHNICAL SUPPORT:**

**LAPTOP DURING MASS...** *There is a special need for someone to prepare PowerPoint slides and run the laptop during the 4:30pm Mass on Saturday or the 10am Mass on Sunday. Templates provided. Occasional spares are also needed to run the laptop at all Sunday Masses.*

- I'd like to help at 4:30pm Mass     I'd like to help at 10am Mass  
 I can be a spare when needed at Mass     Sat 4:30pm     Sun 8:30am     Sun 10:00am     Sun 11:30am

**LIBRARY...** *The library is open after all Sunday morning masses. Depending on availability of volunteers it could be open at additional times! Could you:*

- check out items after Sat 9:00am Mass     once/month     twice/month     once/week  
 check out items after Sat 4:30pm Mass     once/month     twice/month     once/week  
 check out items after mid-week 9:00am Mass     once/month     twice/month     once/week  
 take charge of children's section (responsible for inventory and promotion)

**OFFICE...** *Friendly, welcoming people are invited to join our Office Team! Help is also needed with special projects.*

- reception/welcome duties include serving parishioners and the general public by phone and in person, maintaining records of the parish, recording mass intentions-must have recent office experience and good computer skills  
 hand out tax receipts before and after mass the first two weekends in February  
 on call as needed for special projects  
 computer troubleshooting

**Remember...training is provided**

## **I LOVE TO HELP AT SPECIAL EVENTS/ COOK/BAKE:**

**THE CATHOLIC WOMEN'S LEAGUE** *A national organization rooted in gospel values calling its members to holiness through service to the people of God. General meetings are held once a month, special events include preparing food for Easter Vigil and other Receptions, Pro-Life Baby Shower etc.*

I would like to serve in this ministry

**THE KNIGHTS OF COLUMBUS**...*Men of the parish organize and host many events to raise funds for charities in our community (events such as Parish Breakfasts, annual Garage Sale). Other activities include Children's Christmas Party, visiting local schools to teach the rosary ...and more! Time commitment arranged according to your schedule.*

I would like to help at the Garage Sale (held 1<sup>st</sup> Saturday in May):

- I can help clean and price items before the Garage Sale     I can help sell items at the Garage Sale  
 I can help clean up after the Garage Sale

I would like to help with other events                       I would like to know more about joining the Knights

**THE LADIES OF FATIMA**...*All ladies of the parish belong to The Ladies of Fatima! We host many parish events such as the Dinner For The Blind, Pauper Supper, Tea Party, Strawberry Social, Annual Bazaar and the monthly Coffee Sunday. We raise funds for many worthwhile causes. **There is a special, urgent need for help with the Bazaar being held Nov 1-2, 2014.***

I would like to help with the Bazaar (held 1<sup>st</sup> weekend in November):

- I can help clean and price items before the Bazaar     I can help sell items at the Bazaar  
 I would like to make crafts for the Bazaar                       I can help clean up after the Bazaar  
 I can head a Telephone Committee/be on the committee – phoning people to ask for donations

I can make sandwiches/desserts anytime when needed

I would like to help with any event where needed     I would like to help with Coffee Sundays (once/month)

## **I WOULD LIKE INFORMATION ON PARTICIPATING IN THE FOLLOWING GROUPS:**

- CHRISTIAN MEDITATION** *Meets Saturday 9:45am to 11:15am*
- FIRST SUNDAY PRAYER GROUP** *Meets the 1<sup>st</sup> Sunday of each month 12:30pm-3:00pm*
- MARIAN CENACLE OF PRAYER** *Meets Wednesday 12:30pm-2:00pm*
- OTTAWA CURSILLO GROUP** *Attend Sunday Retreat then weekly meetings Wednesdays 7:00pm-9:00pm*
- PRIME TIMERS SENIORS GROUP**...*Seniors meet in the Parish Hall Wednesdays 1:00pm-4:00pm.*
- PRO-LIFE** *Various activities throughout the year (Baby Shower, Christmas Stocking for Missions, 40 Days for Life Campaign)*

**CAN YOU HELP WITH THE BAZAAR COMING UP NOVEMBER 1-2, 2014?**

## **I LOVE HELPING OTHERS IN THE COMMUNITY:**

**ST. VINCENT DE PAUL...** *Serve the needy in our community.*

- prepare vouchers for people requesting help with clothing or home essentials. This takes place at Britannia Woods Food Pantry Tues. 6:00pm-8:00pm or Fri. 9:00am-11:30am
- assist with Christmas Meal program (help deliver Christmas gift cards)

**BRITANNIA WOODS FOOD PANTRY...** *Serve the needy in our community by assisting at the Food Pantry. Help is especially needed with shopping and carrying groceries down the stairs.*

- help carry boxes of groceries, including canned goods and fresh produce, downstairs; strong back and knees an asset, Mondays 10:00am-11:30am approx.
- help distribute food at the Food Pantry, Tues. 6:00pm-8:00pm or Fri. 9:00am-11:30am
- help shop, with a partner, for a large order of groceries, carry downstairs and put away, Wednesdays or Thursdays, once or twice a month; strong back and knees an asset

## **I LOVE TO DO MAINTENANCE/CLEANING/LANDSCAPING:**

**CHURCH CLEANING CREW...** *2-3 times per year a team is needed to do a thorough cleaning of the Church.*

- I can help in the daytime during the week
- I can only help at night or on weekends

**MAINTENANCE...** *Help is needed during the week and on weekends for meeting set-up/tear down, cleaning, painting etc.*

- I can help any weekday
- I can only help at night or on weekends
- Please put me on an on-call list as special tasks arise

**LANDSCAPING...** *Mowing the lawn, weeding, trimming hedges, raking leaves, clearing snow. Help is especially needed in the winter, clearing the pathways before 9am daily Mass and before Sunday 8:30am Mass.*

- I can help with outdoor work in summer and fall
- I can help with snow clearing in the winter
- Please put me on an on-call list as special tasks arise



## **I PREFER TO HELP DURING MASS:**

**ALTAR SERVERS JR...** *Team members train and supervise junior altar servers (boys and girls grade 2+) who assist at Sunday Masses. Servers are especially needed at 4:30pm Mass Saturday and at 8:30am Mass Sunday.*

- assist in the training and supervision of Jr. Altar Servers  
 serve as Jr. Altar Server at Mass  4:30pm Saturday  8:30am Sunday  10am Sunday  11:30am Sunday

**ALTAR SERVERS SR...** *Serve on the altar at weekday Masses or funerals. **Open to men and women.***

- 9am Mass:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Funerals

**AUX. MINISTERS OF HOLY EUCHARIST...** *Distribute the Holy Eucharist during Mass. Help is especially needed at the 10am and 11:30am Masses on Sunday.*

- Weekday 9am Mass:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

- Weeknight Mass:  5:30pm Tuesday  4:30pm Wednesday  5:30pm Thursday

- Sunday Mass:  4:30pm Saturday  8:30am Sunday  10am Sunday  11:30am Sunday

**COMMENTATORS...** *Lead the Prayers of the Faithful and make announcements.*

- Sunday Mass:  4:30pm Saturday  8:30am Sunday  10am Sunday  11:30am Sunday

**LECTORS...** *Proclaim the readings during Mass. Help is especially needed at the 4:30pm Mass Saturday.*

- Weekday 9am Mass:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

- Weeknight Mass:  4:30pm Wednesday  5:30pm Tuesday  5:30pm Thursday

- Sunday Mass:  4:30pm Saturday  8:30am Sunday  10am Sunday  11:30am Sunday

**MINISTERS OF HOSPITALITY...** *Friendly, outgoing people needed to greet people, take up collection during mass, hand out bulletins at Sunday Mass.*

- 4:30pm Saturday  8:30am Sunday  10am Sunday  11:30am Sunday  Spare-please call me when needed

**MUSIC MINISTRY...** *Sing in choir during Mass and other liturgical celebrations.*

- 4:30pm Saturday Choir...rehearsal Wed. 5:15pm  8:30am Sunday Choir...rehearsal Tues. 6:00pm

- 10:00am Sunday Choir...rehearsal Thurs. 6:30pm  11:30 Sunday Choir...rehearsal Thurs 7:30pm

- Funeral Choir...occasional rehearsals (approx. 2x/year)

**SACRISTAN...** *Under the direction of the Head Sacristan a team of spares is needed to prepare altar for celebration of Mass.*

- Weekday 9am Mass:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

- Weeknight Mass:  4:30pm Wednesday  5:30pm Tuesday  5:30pm Thursday

- Sunday Mass:  4:30pm Saturday  8:30am Sunday  10am Sunday  11:30am Sunday

- Other:  holiday/sick replacement for weekday/weeknight masses/Sunday mass

**THERE IS A SPECIAL NEED FOR  
FUNERAL ALTAR SERVERS,  
AUX. MINISTERS OF HOLY EUCHARIST AT 10AM AND 11:30AM SUNDAY MASS,  
LECTORS AT 4:30PM MASS ON SATURDAY**

## **I LOVE TO TEACH/SHARE MY FAITH:**

**BAPTISM – INFANT/CHILD...**The Baptism Team hosts a preparation/information session for parents and godparents (1 hour, once a month) and assists at the Baptism Ceremony (1<sup>st</sup> Sunday of the month).

I would like to serve in this ministry

**CHILDREN'S LITURGY TEAM...***Children gather to worship in the Parish Hall during the 11:30am Sunday Mass. Teachers are needed to lead the worship session once per month (read Gospel, discussion and craft/activity). Helpers assist the children with crafts and games.*

I would like to be a teacher on the team

I would like to be a helper

**MARRIAGE PREPARATION...***Couples and individuals are needed to assist with our Marriage Preparation courses which are offered 3-4 times per year on a Saturday.*

We would like to help facilitate the course

I can help with handouts, clean-up etc.

**MENTOR OR READ TO A CHILD AT OUR LADY OF FATIMA SCHOOL OR DR. F.J. MCDONALD SCHOOL...**Meet with a child once a week at the school to help with homework or to read with the children.

I would like to help at Dr. F.J. McDonald School

I would like to help at Our Lady of Fatima School

**RCIA TEAM...***Prepare those who wish to become Catholic for the celebration of the Sacraments of Baptism, Eucharist and Confirmation. Share your faith with others. Weekly sessions from October to May, 2 hours per week. Sponsors are also needed to attend weekly meetings with candidates. There is a special need for sponsors.*

assist on team for faith sharing, leading discussions

I am interested in becoming a sponsor

**SACRAMENTAL PREPARATION (RECONCILIATION, FIRST EUCHARIST):** *Assist in preparation of public school children (gr 2) for the celebration of these sacraments.*

assist in teaching children 2 hours per week, here at the church, alternate Saturday mornings Jan-April, 2015

**SACRAMENTAL PREPARATION (CONFIRMATION):** *Assist in preparation of public school children (gr 6) for the celebration of this Sacrament.*

assist in teaching children 1 hour per week for 6 weeks early in the New Year, here at the church

**SACRAMENTAL PREPARATION (Administrative and Other Help):** *Assist the Sacramental Preparation Liaison by gathering baptism certificates and other forms from both Our Lady of Fatima and Dr FJ McDonald Schools, help to plan the ceremonies etc. A few hours/month from October-May.*

I can gather forms from Our Lady of Fatima School

I can gather forms from Dr FJ McDonald School

I can help with other administrative/logistical duties

**SMALL CHRISTIAN COMMUNITIES (FAITH GROUPS)...***These small groups meet once a week to reflect on God's Word and to share faith.*

I would like to lead a new group  I would like to join a new group

I would like information on the **Bibles&Babies Group**, a bible study for parents and caregivers where you can bring your children of all ages



**I can help out in other ways:**

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**Please contact me soon – I want to share my talents with Our Lady of Fatima Parish!**

**VOLUNTEER CONTACT INFORMATION:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

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\_\_\_\_\_

**Postal Code**

**PHONE: (HOME)** \_\_\_\_\_ **(WORK)** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

- Please contact me – I want to share my talents but am not sure where**
- Please contact me – I want to share my talents but am only available on an occasional basis**

**\*\*\*COMPLETED FORMS CAN BE PUT IN THE COLLECTION BASKET OR SENT/BROUGHT TO THE PARISH OFFICE  
Our Lady of Fatima Parish, 153 Woodroffe Avenue, Ottawa, Ontario K2A 3T8\*\*\***

OCT 2014

