

The background image shows the interior of a church sanctuary. It features rows of wooden pews on either side of a central aisle, leading towards an altar area at the front. The altar is illuminated by a bright, glowing archway. The ceiling is high with recessed lighting. The overall atmosphere is clean and modern.

St. Mark Parish Ministry Fair Coordinator Meeting

welcome

Monday, February 13, 2023

Opening Prayer

Loving God,

We call upon the Holy Spirit to guide us this evening in our final preparations for the St. Mark's Parish Ministry Fair.

Inspire us in our conversation; grant us humility to be attentive and discerning in our listening.

We pray in thanksgiving for the leadership of Fr. Tad and our pastoral team as they enliven the spirit of our mission; and for our parishioners, that the Holy Spirit may stir in their hearts the desire to serve you and our parish through one or more of our ministries.

We ask this in the name of Your Son, Jesus. Amen.

Purpose

St. Mark Parish Ministry Fair:

To increase the engagement of parishioners in the life of the parish, inviting them to share their time and gifts and talents by becoming more involved in the different ways to serve others through our parish ministries.

Agenda

1. Welcome and Opening Prayer
2. Ministry Fair Day Logistics
 - a. Overview revisited
 - b. Ministry table assignments
 - c. Signage and handouts
 - d. Ministry Fair member schedule
 - e. Draw tickets
 - f. Coffee and baked goods
3. Q&A
4. Next Steps and Closing Prayer



Overview of St. Mark Parish Ministry Fair Revisited

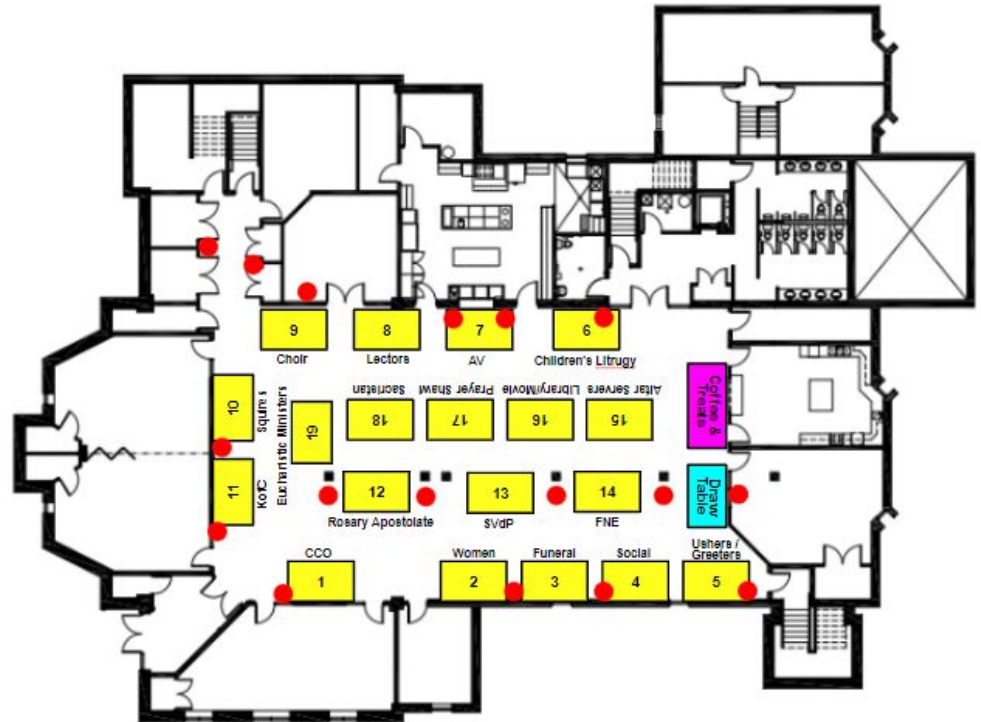
- ❖ February 18th and 19th, after each mass
- ❖ In the church basement
- ❖ Paired with coffee Saturday / Sunday; coffee and baked goods
- ❖ One table per ministry; table cloth provided
- ❖ Visuals / promotional material (e.g., Ministry member description, signage, tri-fold presentation board, ministry-related items)
- ❖ Sign up sheet and Volunteer Application forms

Ministry Fair Day Logistics

Ministry Table Assignments


ST. MARK PARISH MINISTRY FAIR FLOOR PLAN - FEB. 18 & 19, 2023

- ❖ [St. Mark Ministry Fair Floor Plan](#)
- ❖ 19 tables
- ❖ Coffee and baked goods
- ❖ [Ministry Fair Table Assignments](#)



Signage and Handouts

- ❖ Ministry sign (8.5" x 11") left on table for members to decide if/where to post
- ❖ Copies of Ministry Descriptions handouts (formatted using Archdiocese of Toronto template)
- ❖ Volunteer Application Forms - General and High Risk
- ❖ New members sign up sheet


Voluntary Ministry Position Description – Extraordinary Minister of Communion
Extraordinary Minister of Communion

Overview
 Extraordinary Ministers of Communion are acknowledged by the bishop at the request of the Pastor to assist the Celebrant and other Ordinary Ministers at Mass in distributing the Most Holy and Sacred Body and Blood of Christ. They are commissioned by the Pastor or his delegate. The commissioning should take place in the presence of the community during mass.

Activities/Responsibilities

- During the Mass helps the Ordinary Ministers of Communion distribute the Eucharist.
- May assist the Celebrant in setting up before Mass and purifying the Chalice after Mass in the Sanctuary as required.
- When distributing Holy Communion states that this is "The Body (Blood) of Christ."
- Exercise special care that those coming forward to receive Communion are indeed Catholics and that the recipient does consume the Host.
- For those wishing to receive only a Blessing, this is done by laying the side of their hand on the recipient's head or folded hands while saying "May God Bless you".
- Responds to special circumstances that may arise during the Liturgy.
- Performs special tasks with dignity and otherwise participates fully as an exemplary member of the assembly rendering good liturgical participation.
- Is faithful to the schedule and arrives in good time (10 minutes before Mass, minimum) for the Liturgy as arranged by the Ministry Coordinator.
- Is responsible for advising the Ministry Coordinator in the event of short notice cancellations.
- Is helpful in ensuring that all the parish community's celebrations are adequately served with this ministry, as called upon.
- Participates in rehearsals of ceremonial procedures in the parish community, as called upon.

The activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the "Other Specifics" box for duties that are specific to this parish.

Other specifics:

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PARISH MINISTRY FAIR - FEBRUARY 18/19, 2023

NEW MEMBERS – SIGN UP SHEET

Ministry: _____

NAME	EMAIL ADDRESS	PHONE #



Volunteer Contact Information:

PLEASE COMPLETE AND RETURN THIS FORM TO THE PARISH OFFICE.

A representative from the parish assembly committee or the ministry coordinator/leader will contact you regarding any training and scheduling arrangements.

Date of Application: _____
 Parish Name: _____
 Applicant's Legal Name: _____
 Familiar Name (if applicable): _____
 Home Address: _____
 Phone #: _____ HOME MOBILE
 E-mail: _____
 Emergency Contact Name: _____
 Emergency Contact Phone #: _____
 Relation to you: _____

Please indicate preferred dates/times that you are available:
 Saturday Time: _____ Tuesday Time: _____ Friday: _____
 Sunday Time: _____ Wednesday Time: _____
 Monday Time: _____ Thursday Time: _____

I certify that the information provided on this Volunteer Application Form is true and complete. I understand that this information will remain confidential and is property of the Parish. As well, I understand that my name and phone number will be given to the appropriate Ministry Coordinator/Leader so that he/she may contact me. If selected for a ministry position, I agree to keep confidential any information that I may come across regarding the affairs of this parish, its clergy, other volunteers, and parishioners, unless otherwise directed by law or by authorization from the Archdiocese of Toronto.

Applicant Signature: _____ Date: _____

VOLUNTEER APPLICATION FORM – ADULTS 18+ IN GENERAL RISK POSITIONS
 JULY 2009

Volunteer Application - High Risk Ministries

Additional Screening and References Required for the following Ministries:

- ❖ Bookstall and Library
- ❖ Children's Liturgy
- ❖ Columbian Squires
- ❖ Eucharistic Ministers to the Sick
- ❖ Federation of North American Explorers
- ❖ Rosary Apostolate
- ❖ St. Vincent de Paul

Signage and Handouts



Draw Prize Ticket

- ❖ To be distributed as parishioners enter hall
- ❖ Ministry table member is to use a colorful circle sticker under one of the table # to indicate that the parishioner has visited your table; circle stickers will be provided to each ministry
- ❖ All draw tickets from each mass will be entered into one draw bin
- ❖ Tickets will be drawn for prizes following the Ministry Fair.

	St. Mark's Parish Ministry Fair Draw Ticket February 18/19, 2023	
Name:		
Address:		
Phone:		
Email:		
<input type="checkbox"/>	I would like to receive updates from the parish. (Help us keep our records up to date. Staying in touch with you is important to us!)	
Visit 3 ministry tables and earn 3 circle stickers to enter your ticket to win one of many prizes!		
Table #1:	Table #2:	Table #3:
		

Coffee and Baked Goods

- ❖ Thank you to all ministries who have signed up to bring baked goods for the Ministry Fair.
- ❖ Please deliver baked goods to the foyer on **Saturday, February 18th between 3:00-4:00pm**. Connie/Lisa will be there to receive them.
- ❖ We are looking for volunteers who are willing to prepare the coffee and/or baked goods for the Ministry Fair for each mass. Please let us know you are willing to help.



Q & A

The Christ-Based Ask

Parish Vitality Webinar Series 2021
The Art of the Ask -
Bishop Robert Kasun & Quentin Schesnuik

The Right Way to Ask

“The Christ-based ask”



Sharing our time and talents is sharing a piece of ourselves



Archdiocese
of Toronto

Next Steps

- ❖ If you have not already done so, coordinators are asked to please email your revised Ministry Description by **Wednesday, February 15th** to ensure that copies are ready for the Ministry Fair.
- ❖ Coordinators are asked to indicate **by Wednesday, February 15th**, which member(s) will volunteer represent their ministry table at each mass.
- ❖ Please mark your calendars for a Ministry Fair Coordinator Debrief Meeting on **Monday, March 6th** from 7:15-8:00pm via Google Meet. Link to follow.

A vertical stained glass border on the left side of the page, featuring various colors like red, blue, yellow, and purple, with floral and abstract patterns.

Stewardship Prayer

Loving God,
I come to you in thanksgiving,
knowing that all I am
and all that I have
is a gift from you.
In faith and love,
help me to do your will.
I am listening, Lord God.
Speak your words
into the depth of my soul,
that I may hear you clearly.
I offer to you this day
all the facets of my life,
whether it be at home, at work, or
at school—

to be patient, to be merciful,
to be generous, to be holy.
Give me the wisdom and insight
to understand your will for me
and the fervour to fulfill
my good intentions.
I offer my gifts of time,
talent and possessions
to you as a true act of faith,
to reflect my love for you
and my neighbour.
Help me to reach out to others
as you, my God,
have reached out to me.
Amen.

Stewardship

Cardinal Collins wrote in his Pastoral Letter on Stewardship,

“Stewardship is undeniably fruitful. Where, over time, more and more parishioners become engaged in committing their time, talent, and treasure to the work of the Gospel, the Church flourishes.”



Thank
you