
*VOLUNTEER OPPORTUNITIES IN
MINISTRY AT*

OUR LADY OF FATIMA PARISH



“Here am I; send me!”

Isaiah 6:8

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 once per month

WELCOME COMMITTEE...*Call new parishioners to welcome them to the parish.*

- I would love to welcome new parishioners

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 Nursing Homes weekly to bring communion Monday and Tuesday mornings, assist the Catholic residents to and from Holy Mass once/month. Help is especially needed on Tuesday mornings at Carlingview Manor.*

PASTORAL CARE... *Visit those who cannot attend Mass, 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 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 10am Mass

I can be a spare when needed at Mass Sun 8:30am Sun 10:00am Sun 11:30am

LIBRARY... *The library is open after all Sunday morning masses. We are looking for volunteers to join the library team to serve a ½ hour shift after these masses. We also need help with clerical/computer work. Ideally suited to a retired person who would not require supervision, work area is not wheelchair accessible. Training will be given.*

I can check out items after Sun 8:30am mass once/month twice/month

I can check out items after Sun 10:00am mass once/month twice/month

I can check out items after Sun 11:30am mass once/month twice/month

I can help with clerical/computer work for the Library

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



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 Parish Workshops & 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 1st 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 hosted by KofC 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.*

I would like to help with the Bazaar (held end of October/beginning of 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 1st Sunday of each month 12:30pm-3:00pm. Rosary, Divine Mercy Chaplet, fellowship and potluck lunch.*

MARIAN CENACLE OF PRAYER *Meets Wednesday 12:30pm-2:00pm*

OTTAWA CURSILLO GROUP *Attend Cursillo Weekend then weekly meetings Wednesdays 7:00pm-9:00pm*

PRIME TIMERS SENIORS GROUP *Seniors meet in the Parish Hall Wednesdays 1:00pm-4:00pm to play cards, board games and socialize*

PRO-LIFE *Various activities throughout the year (Baby Shower, 40 Days for Life Campaign, Life Chain, Christmas Cakes & Religious Cards, Hike & March For Life, educational information)*



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 distribute 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 and crates of food, including canned goods, milk, meat and fresh produce, downstairs; strong back and knees an asset; Mondays (except statutory holidays) 9:00am-11:00am approx..
- help put together food orders for clients at the Food Pantry, Tues. 6:00pm-8:00pm or Fri. 9:15am-11:15am once or twice a month. Ability to work as part of a team an asset.
- use computerized client intake system to register new clients and record client visits for food, Tues. 6:00pm-8:00pm or Fri. 9:15am-11:15am, once or twice a month. Computer and people skills are assets.
- help shop, with a partner, for a large order of groceries, carry them 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

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

ALTAR SERVERS – FAMILY... *Serving as a family is welcome and encouraged!*

Our family would like to serve together at the following Mass:

- 4:30pm Saturday 8:30am Sunday 10am Sunday 11:30am Sunday
- Holy Thursday Easter Vigil Christmas

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: 4:30pm Wednesday

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

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

MINISTERS OF HOSPITALITY... *Friendly, outgoing people needed to greet people, help them find a seat, take up collection during Mass, hand out bulletins.*

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 is needed to prepare altar for celebration of Mass.*

Weekday 9am Mass: Monday Tuesday Wednesday Thursday Friday Saturday

Weeknight Mass: 4:30pm Wednesday

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
AUX. MINISTERS OF HOLY EUCHARIST
LECTORS
ALTAR SERVERS (FAMILIES CAN SERVE TOGETHER!)
CHILDREN'S LITURGY
MENTORS/SPONSORS**

I LOVE TO TEACH/SHARE MY FAITH:

BAPTISM – INFANT/CHILD...The Baptism Team does initial interview by phone, hosts a preparation/information session for parents and godparents (1 hour, once a month) and assists at the Baptism Ceremony (1st Sunday of the month during Mass).

I would like to serve in this ministry

CHILDREN'S LITURGY TEAM...*Children gather in the Parish Hall for age-appropriate liturgy during the 11:30am Sunday Mass. Teachers are needed to lead the worship session once per month (read Gospel, discussion and craft/activity). Volunteers are needed to help set up /assist the children with crafts and readings. Commitment: 2 Sundays per month.*

I would like to be a member of this team

MARRIAGE PREPARATION...*Couples and individuals are needed to assist with our Marriage Preparation courses which are offered 2-3 times per year on a Saturday.*

We would like to help facilitate the course

I can help with food set-up etc.

MENTOR/SPONSOR...*Accompany adults and/or children who wish to become Catholic for the celebration of the Sacraments of Baptism, Eucharist and Confirmation. Share your faith with others. Invite them to parish activities and liturgies – help them discover what it means to live out the Catholic faith in our parish community.*

I am interested in being a mentor

I am interested in becoming a sponsor

I am interested in helping people connect the Word of God with their lives

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

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 September-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

Remember...training is provided



I can help out in other ways:

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

VOLUNTEER CONTACT INFORMATION:

NAME: _____

ADDRESS: _____

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*****

NOV 2017

