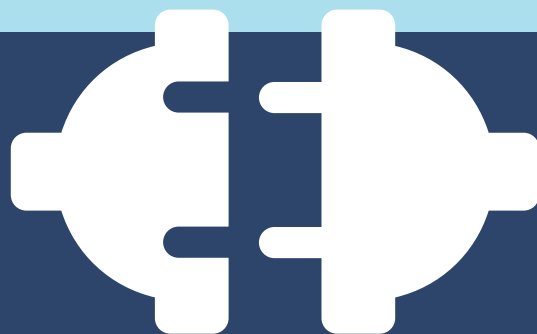




OUR LADY OF GRACE

*Ministry
Guide*

PLUG INTO TEAM GRACE!



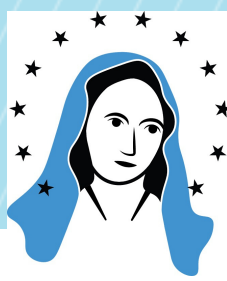
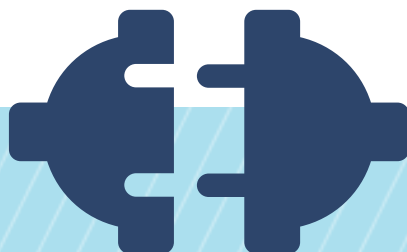
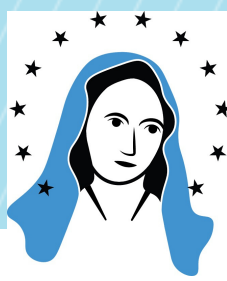


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Our Mission

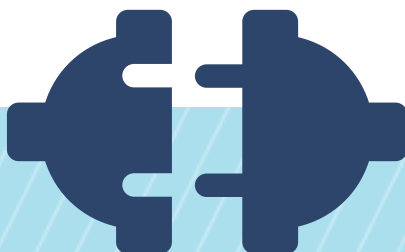
As a parish of the Catholic Diocese of Charleston, Our Lady of Grace seeks to know and share God's word, live as a community of Christian disciples, devoutly celebrate the Holy Mass and other sacraments, provide a prayerful environment for all people, and serve the poor and those in need in Christ's Name. In this way of life, Our Lady of Grace Parish looks to Mary of Nazareth as its model and patron.

The Purpose of This Guide

The purpose of this guide is to help parishioners explore the various ways they can grow deeper in their discipleship through active participation in the life of the Church. On the following pages, you will find a brief explanation of available ministries, instructions on how to join and a complete listing of Ministry Leaders. By extension, this guide also acts as a helpful tool in finding ways that you can become the recipient of God's mercy through the ministries available at the parish. If you find that you could benefit from the help that the ministries provide, please feel free to reach out to the Ministry Leader that coincides with the aid you seek.

It is our goal, at Our Lady of Grace, to help those in ministry become aware of the tremendous gifts and responsibilities that come with the Lord's call to active service. Far beyond volunteerism and the pursuit of "feeling good through helping others," our ministries foster prayer, study, evangelization and action. Being in a Team Grace ministry equals discipleship like you have never experienced!

Turn the page to see how God might be calling you!



Liturgical Ministries

Altar Guild

Description: Our Lady of Grace Altar Guild members are privileged to launder and iron the Altar Linens and vestments used at our Masses. The linen schedule is based on a monthly rotation where each volunteer takes the linens home each Thursday of their assigned month and launders them according to specific guidelines. They return them on Saturday prior to the evening Masses. The vestments are also laundered twice a month. They are picked up on Thursdays and returned on Saturdays prior to the evening Masses.

Altar Servers

Description: Altar Servers are the young men who help the Priest during Mass. They serve on a rotating basis. All boys who are in 5th grade and have made their First Communion are welcome to become Altar Servers. As an Altar Server becomes more experienced, he will be assigned different roles that encompass different duties. Roles are assigned prior to Mass by the senior Altar Server, known as the MC. Altar Servers are asked to serve twice a month but are encouraged to serve whenever they attend Mass.

Audio Visual

Description: Audio visual provides support for all ministries. The support consists of providing sound to support the liturgy and choral portions of the Mass. They are also responsible for recording Father's homily at daily and Sunday Mass by utilizing Audacity software to create the podcast and upload it to iTunes and Google. Additional responsibilities include visual support through the use of PowerPoint and DVD for other ministries. Support is also provided for other events as needed around the parish. Volunteers should have a good working knowledge of computer operations.



Liturgical Ministries

Greeters (Indoor)

Description: With cheerful hearts, a warm smile and a friendly word, Indoor Greeters help those gathering for worship at Our Lady of Grace to feel "at home." Greeters are expected to be polite and compassionate, warm and welcoming, and answer questions as needed. At the end of Mass, greeters thank everyone for being there and distribute the bulletin on the weekends. Internal greeters are present for Sunday Masses, as well as Holy Days, and some special events.

Greeters (Outdoor)

Description: Outdoor greeters are usually members of the Knights of Columbus and act as the first source of welcome to our parishioners and guests. They stand ready to assist individuals that need to be dropped off, close to the church, due to mobility and other needs. The greeters also assist in maintaining vigilance for the safety of the parish.

Lectors

Description: During Mass, we encounter the words of God Himself through the reading of the Scriptures. Those who do the reading are known as Lectors and it is this group of people that brings a voice to the Incarnate Word. During Mass, the Lord uses the Lector as the instrument through whom He proclaims His word to His people. Anyone can become a Lector as long as they complete the Lector training offered by our parish.



Liturgical Ministries

Sacristans

Description: ****FORMAL INVITATION BY THE PASTOR**** Sacristans are those responsible for setting up the altar for Mass, caring for the altar cloths and vessels, among many other things. This ministry is vitally important in creating a simple and easily accessible atmosphere for Mass to run unhindered, so that the focus can be completely on the Sacrament. Due to the importance of this ministry, assistance for Sunday and Weekday Masses is always welcome.

Ushers

Description: The ministry of ushers is the oldest lay ministry in the Catholic Church. In 1 Chronicles they were called "gatekeepers." Ushers have a special role at every parish ministry. They are to be of service to everyone in the assembly so that all may celebrate the Sacred Liturgy as the holy people of God who become one in Christ. Ushers must have a welcoming personality and greet people with their warm smiles and caring greeting. Some of their roles include finding seats as needed, invite families to bring the gifts up during Mass, taking up the collection, directing the communion procession, assist the elderly and those with special needs and to make sure the Church is in good working order after Mass.



Liturgical Ministries

Adult Choir

Description: The Adult Choir brings Sacred Music to life and gives its members the opportunity to use their voices to serve the Lord and others! Choir members sing at weekend Masses, on Holy Days and at special gatherings featuring the beauty of Sacred Music. The presence of the choir results in greater participation among the faithful, creating direction, beauty and a prayerful atmosphere.

Cantors

Description: Cantors lead our parishioners in singing at Mass or act as soloists depending upon the liturgy. Solos may include post-Communion reflection hymns. Cantors display exceptional singing talent and lend those talents for the good of worship. Some Cantors may be invited to sing on special occasions, such as at Funeral Masses. Cantors are considered our "lead singers."



Evangelization & Social Ministries

Adult Faith Formation

Description: Do you know everything there is to know about your Faith? If not, come and join us on Tuesdays and Wednesdays as we explore the Faith in all its fullness. Each week we look to expand our knowledge and understanding of the one true Church through video and lively discussions. Please come and join us!

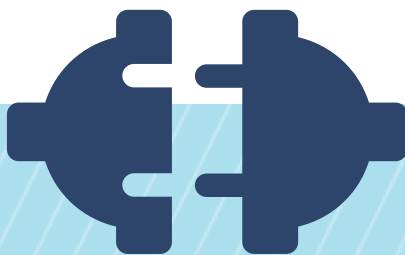
Everyone is welcome to attend!

Adult Marriage Program

Description: Based on the program **The Virtues**, couples are invited to reflect on the the virtues that help spouses mature as persons, grow in holiness and strengthen their marriage.

Children's Faith Formation

Description: Teach the next generation of our Catholic faithful! There are many opportunities to use your gifts and talents through ministry in our Faith Formation Programs. From Catechetics to Bible study to preparation for special Sacraments, there is always a need for dedicated volunteers, and there is always a need for you!



Evangelization & Social Ministries

Men's Prayer Group

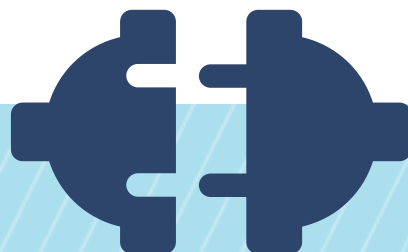
Description: The Men's Prayer Group meets every Saturday morning at 6:30am to study scripture and pray together. Once a quarter, the men attend Mass together. The group also assembles to pray, publicly, for the preservation of life. Join this holy group of men seeking to grow in their discipleship and friendship.

RCIA

Description: The Rite of Christian Initiation for Adults (RCIA), led by the Parish Deacon, assists individuals with the formation necessary to enter into full communion with the Catholic Church through the Sacraments.

SOS Prayer Ministry

Description: The Shield of Saints (SOS) Prayer Ministry's mission is to provide each Firefighter, Paramedic, EMT and Law Enforcement Officer of Lancaster, South Carolina with daily prayer support from an individual or family from the community they serve.



Evangelization & Social Ministries

Vacation Bible School

Description: Every summer, Our Lady of Grace welcomes the Dominican Sisters of Nashville to assist staff and volunteers with providing a free, authentically Catholic Vacation Bible School experience. It takes a large team to facilitate an action packed week the kids are sure to love!

Young Theologians

Description: The Young Theologians are a group of High School aged students from our Homeschool Co-op. The group has an opportunity to explore different areas of Theology such as in music, prayer and Scripture. Classes are lead by our Pastor who also leads pilgrimages and fosters fellowship.

Youth Group- Middle School

Description: Every Friday, from 6:15pm to 7:45pm our Middle School students get together to grow deeper in their faith and create holy friendships that reinforce their budding spirituality. Our Youth Minister and Core Team develop engaging activities and lessons that strengthen the foundation laid at home and at Sunday Mass.



Evangelization & Social Ministries

Youth Group- High School

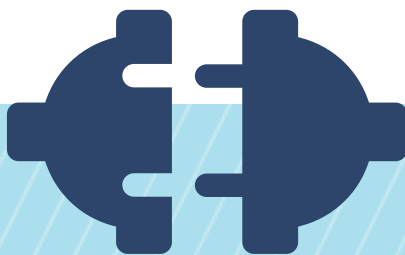
Description: Every Sunday, from 5:30pm to 7:00pm, our High School students get together to grow deeper in their faith and create holy friendships that reinforce their budding spirituality. Our Youth Minister and Core Team develop engaging activities and lessons that strengthen the foundation laid at home and at Sunday Mass.

American Heritage Girls

Description: American Heritage Girls (AHG) is a Christ-centered character and leadership development program for girls 5 to 18 years of age. AHG is dedicated to the mission of building women of integrity through service to God, family, community, and country. The troop meets at Our Lady of Grace on a weekly basis.

Bereavement Team

Description: The Bereavement Team is composed of members that are assigned to people that have recently experienced the loss of a loved one. They accompany the bereaved by praying for them, visiting with them, encouraging them and more.



Evangelization & Social Ministries

Cenacles of Divine Mercy

Description: Cenacles of Divine Mercy are a group of people who meet weekly for song, prayer, and discussion on Scripture, the Catechism of the Catholic Church, and the writings of St. Maria Faustina, as a small Christian community.

Critical Repairs Ministry

Description: The Critical Repairs Ministry is dedicated to assisting those in need with minor to moderate home repairs that cannot be performed by the occupant due to physical or financial impairments. The ministry serves within the parish and out in the local community, culminating its activities with the annual Fixing It for Christ project.

Fixing it for Christ (seasonal)

Description: Fixing it for Christ is a Christian community service project bringing people from churches, businesses, organizations and the community together to enrich the lives of others by assisting with critical home repairs in Union and Lancaster County.



Evangelization & Social Ministries

Funeral Hospitality Team

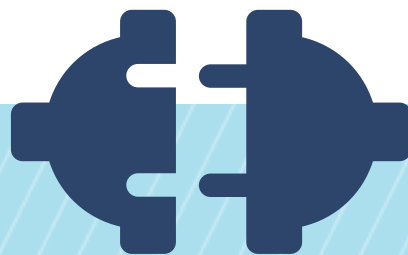
Description: Bring hospitality to those mourning the loss of their loved ones through the Funeral Hospitality Team! When a family has a Funeral Mass at the parish, it is customary to offer them an opportunity to fellowship with family and friends so as to share memories and gain strength from one another. You can be a part of this important work!

Grief Support Group

Description: If you have lost a loved one, there is help available! Our Lady of Grace uses the Grief Share Program to assist parishioners and community members with healing after the loss of a loved one. Through a series of educational videos and group sharing, new friends are made and group members are empowered to begin again.

Holy Fellowship Team

Description: The Holy Fellowship Team assembles to assist with planning and executing parish-wide events such as festivals and picnics. Their work helps to ensure that members of Team Grace have opportunities to have recreational time together. Such time builds bonds of friendship through fellowship.



Evangelization & Social Ministries

Holy Queen Homeschool Co-op

Description: The mission of the Holy Queen Homeschool Co-op is to bring together Catholic Homeschooling families to creatively fulfill our duties as the first educators of our children. Families meet, weekly, at Our Lady of Grace to collectively engage in educational opportunities.

Homebound Ministry

Description: The EMHC to the Homebound provides a spiritual and sacramental lifeline to the sick and those who cannot come to Mass by bringing Holy Communion to them. Through this, we hope to offer a pastoral link between our parish and the sick and homebound. The EMHCs visit the homebound once a week with Holy Communion, share readings from the scriptures and pray with the individual from prepared booklets. The EMHCs visit those who are chronically ill as well as those who are in need of visitation while regaining their health.

Hospitality Team

Description: The Hospitality Team is a key member of Team Grace. Throughout the year, there are multiple receptions for general fellowship, special events and funerals. Sometimes upon short-notice, the Hospitality Team ensures wonderful food and atmosphere.



Evangelization & Social Ministries

Knights of Columbus

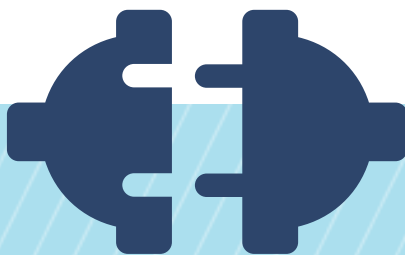
Description: The Knights of Columbus are a Catholic fraternal organization that was founded in 1882 by Fr. Michael J. McGivney. The founding principles of this organization are charity, unity and fraternity. All men 18 years of age and older are eligible to join the Knights of Columbus. At Our Lady of Grace, we have Council #14765.

Men's Fellowship

Description: Men's Fellowship gathers the men of the parish together to enjoy fellowship opportunities tailored to the needs and interests of men who are fathers, sons, brothers, caretakers and more.

Military Support Team

Description: The Military Support Team seeks to support active duty military members through prayer, care-packages and support. The team also seeks to identify and serve veterans needing material assistance or linkage to a helping agency. This ministry also participates in local events honoring America's bravest, both living and deceased.



Evangelization & Social Ministries

Nursery

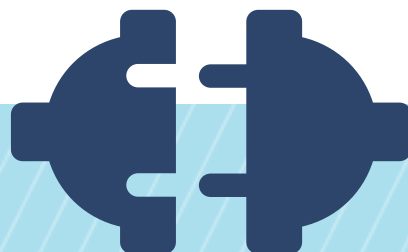
Description: Do you love caring for children? The nursery at Our Lady of Grace is the place for you! Individuals in this ministry assist with watching children during Masses and special events so that parents have the opportunity to pray more deeply the Mass. Basic care, faith-based learning activities and good old fashioned play-time characterize a day at the nursery.

Our Lady's Rosary Makers Mission Ministry

Description: Would you like to bring the power of the Rosary to more people in the world? Our Lady's Rosary Makers Mission Ministry supports the construction of Rosaries for local as well as international missions. Rosaries are also made to support parish outreach efforts. Instruction is free and Rosaries can be made in the comfort of your own home!

Prison Team

Description: The prison team helps to be the face of Christ to those who are incarcerated. On a weekly basis, Our Lady of Grace and St. Catherine's Catholic Church visit with the inmates at Kershaw Correctional Institution. A Communion Service takes place weekly and a full Mass is offered once a month. Members will have the opportunity to pray with the inmates and enhance current efforts in the prison for connection with those who are Catholic or want to become Catholic.



Evangelization & Social Ministries

Respect Life Team

Description: The Respect Life Team of Our Lady of Grace is a ministry that works to uphold the teachings of the Catholic Church as related to life issues such as abortion through euthanasia/end of life, through education, volunteering, prayer and events in our parish and the wider community. The team meets monthly to discuss pro life opportunities for our parish and to plan events/fundraisers that can benefit the Respect Life Team as well as local pro life charities and outreach.

Soup Kitchen Team

Description: The Soup Kitchen Team carries out the Corporal Work of Mercy "Feed the Hungry." The team assembles, on a monthly basis to serve in existing soup kitchens or to create their own "Pop-up Soup Kitchen" in an area needing such assistance. The Soup Kitchen Team also facilitates the annual Spring Food Drive which benefits individuals, schools and non-profit organizations in the local area.



Evangelization & Social Ministries

Transportation Team

Description: The Transportation Team exists to keep our parish moving...whether it be helping people get to Mass, parish events, doctor's appointments or other much needed locations...we can help! Members of the Transportation Team also assist the parish with making deliveries of goods, car-pooling and more!

Troops of St. George

Description: Troops of St. George (TSG) is a fraternal Catholic nonprofit apostolate for priests, men and young men looking for a life of adventure coupled with virtue. At Our Lady of Grace, our troop is working to provide spiritual development for boys from ages 6 to 18. We encourage them to not only grow in their Catholic Faith, but to embrace it, defend it, live it and love it. The TSG program embeds the virtues of the Faith into a variety of activities that introduce and develop manly skills. These skills will form a solid foundation to provide our Church and country with a future of good, strong, holy, Catholic men.

Women of Grace Fellowship

Description: Women of Grace Fellowship was created to serve the parish and provide friendship and support to the women of our parish. To this day, we strive to meet those needs for those in our parish. We do many things in order to serve the parish at large, such as putting on events like food drives. We also focus inward, making sure that our members' spiritual needs are also met through retreats and guest speakers.



Building & Grounds Ministries

Columbarium Team

Description: Beautify the final resting place of our departed brothers and sisters! Members of the Columbarium Team landscape and enhance this sacred space in order to give the proper dignity due to our loved ones and to communicate peace to the family and friends who will stop to pray. If you have special knowledge of landscaping, plants or just a desire to honor others through visual beauty, the Columbarium Team may be your ministry!

Preventative Maintenance Ministry

Description: The Preventative Maintenance Ministry act in an advisory capacity to assist the Buildings & Grounds Team with the implementation of a maintenance plan that ensures the best stewardship of our facilities. Members often have expertise in trades, engineering or other related fields.



Business Admin & Advisory Ministries

Counters

Description: Assist Our Lady of Grace and the Parish Bookkeeper with counting the weekly offertory. Volunteers with great attention to detail are desired to help us ensure we are the very best stewards of God's resources!

Finance Council

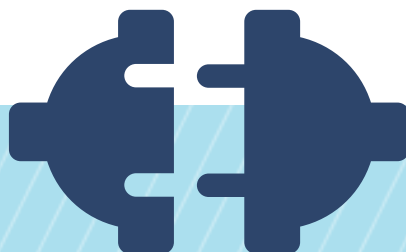
Description: ****FORMAL INVITATION BY THE PASTOR****. Members of Finance Council assist the Pastor with the development of short and long-term financial planning, budget development and general oversight of parish finances. Members act as advisors to the Pastor and usually bring a wealth of professional financial experience to the service of the parish.

Pastoral Council

Description: ****FORMAL INVITATION BY THE PASTOR****. Members of the Pastoral Council assist the Pastor with the development of a short and long-term vision for the parish. The members further advise on how to carry out the mission and vision of the parish while understanding the needs and desires of parishioners. Members usually bring a variety of professional skills, applicable to the Team Grace vision, to the service of the parish.

Note:

There are additional ministries, at Our Lady of Grace, that are staff-led. These ministries are not represented in this guide.

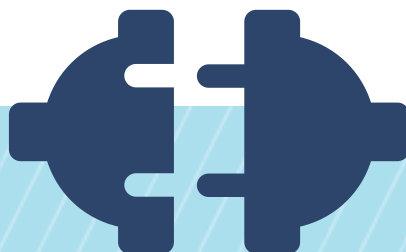


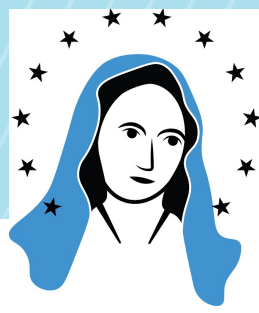


So...How Do I Plug Into Team Grace?

Are you ready to take your discipleship to the next level? Consider joining a ministry, group or help as an individual! There is something for everyone!

- 1/. Express your interest to a Ministry Leader or Staff Member. The following pages contain a list of leaders and their contact information.
- 2/. Complete administrative paperwork given to you by the Safe Environment Coordinator.
- 3/. Attend the next available New Ministry Orientation meeting.
(3rd Thursday of the Month at 2pm or 7pm)
- 4/. Receive Clearance to Begin. Unless working with children, most ministries allow for immediate opportunities to train and serve. This may require a chaperone until you receive full ministry clearance.

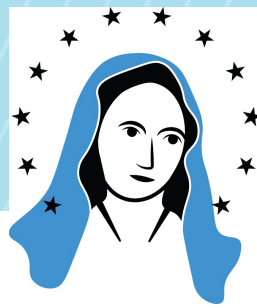




Index of Ministry Leaders

Adult Choir	Monty Bennett	mbennette@charlestandioocese.org
Adult Faith Formation	Deacon Donofrio	bdonofrio@charlestandioocese.org
Altar Guild	Debbie Rusciollelli	drusciollelli@charlestandioocese.org
Altar Servers	Eileen Cahill	ec3655@aol.com
American Heritage Girls	Jennifer Mitra	ahgsc1516@gmail.com
Audi Visual	John Paul Boehling	jboehling@charlestandioocese.org
Bereavement Team	Jeanne Pyke	jeanne@thepykes.com
Cantors	Monty Bennett	mbennett@charlestandioocese.org
Cenacles of Divine Mercy	Lana Aumer	lanaofs89@gmail.com
Critical Repairs Ministry	Greg Hellman	homehelpnrc@gmail.com
Columbarium Team	Barbara Wimmer	Barbarataylor985@gmail.com
Counters	Carola Baptiste	cbaptiste@charlestandioocese.org
Finance Council	Father Kirby	jeffrey.kirby@charlestandioocese.org
Fixing It for Christ	Greg Hellman	homehelpnrc@gmail.com
Funeral Hospitality Team	Regina Smith	rsladybugs@carolina.rr.com
Greeters (Indoor)	TBD	
Greeters (Outdoor)	See Knights of Columbus***	
Grief Support Group	Jeanne Pyke	jeanne@thepykes.com
Homebound Ministry	Mary Ann Mervak	fmervak@gmail.com
Hospitality Team	Regina Smith	rsladybugs@carolina.rr.com
Knights of Columbus	Brian Greene	searose422@aol.com
Lectors	Babette Sabia	bsabia@aol.com
Men's Prayer Group	Hank Chardos	hank@birthrightofcolumbia.org
Men's Fellowship	Robert Lomard	lombardrml@gmail.com





Index of Ministry Leaders

Military Support Team	Spike Pelletier	dapawspike@gmail.com
Nursery	Joy Maddox	jmaddox@charlestandioocese.org
Our Lady's Rosary Makers...	Judy Enderle	art1940enderle@gmail.com
Pastoral Council	Father Kirby	jeffrey.kirby@charlestandioocese.org
Preventative Maintenance Min.	Ryan Kubic	rkubic@charlestandioocese.org
Prison Team	Mel Bancker	melbancker@gmail.com
Right of Christian Initiation (RCIA)	Deacon Donofrio	bdonofrio@charlestandioocese.org
Respect Life Team	Kathy Johnson	k-s-johnson@prodigy.net
Sacristans	Eileen Cahill	ecahill@charlestandioocese.org
Shield of Saints Prayer... (SOS)	Deacon Donofrio	bdonofrio@charlestandioocese.org
Soup Kitchen Team	Mark Weaver	mweaver798@gmail.com
Transportation Team	Don Smith	donald.Smith@bankerslife.com
Troops of St. George	Erik Lengers	alphamedicalbrace@yahoo.com
Ushers	Frank Manipole	frankmanipole@hotmail.com
Vacation Bible School (VBS)	John Paul Boehling	jboehling@charlestandioocese.org
Women of Grace Fellowship	Nancy Utsler	travln123@aol.com
Young Theologians	John Paul Boehling	jboehling@charlestandioocese.org
Youth Group - High School	John Paul Boehling	jboehling@charlestandioocese.org

Please Call the Parish Office If You Would Like a Ministry Leader to Give You a Call.





Our Lady of Grace Catholic Church
7095 Waxhaw Highway
Lancaster, SC 29720
www.gracewepray.org
(803)-283-4969

