

OUR MINISTRIES AND ORGANIZATIONS

ST. JAMES THE APOSTLE | 480 S. PARK BLVD | GLEN ELLYN, IL 60137



ST. JAMES
THE APOSTLE
CATHOLIC CHURCH



LITURGICAL MINISTRIES

If you are interested in becoming involved with any of the liturgical ministries, please email Paula Jones Bradford: pjonesbradford@stjames.org or contact the Parish Office: 630.469.7540

Altar Server | Purpose: Assist the priest during Mass.

Responsibilities (Student): Undertake initial training, fulfill assigned Masses, be willing to accept open positions, as needed.

Responsibilities (Parents): Maintain updates to availability as requested for online scheduling, attempt to secure substitutes as needed, ensure that servers arrive on time to assigned Masses. **Open to:** Any students in fifth to eighth grade enrolled at St. James School or Religious Education. **Time Commitment:** 3-4 hours for initial training, three to four Mass assignments per scheduling period. (Scheduling periods are generally three to four months in duration.)

Extraordinary Minister of Holy Communion | Purpose: To assist priests and deacons in distributing Holy Communion.

Responsibilities: Undertake initial training, maintain online scheduling and arrange for substitutes as needed. Commissioned by the bishop through the parish for a three year renewable term. Reliability is crucial.

Time Commitment: About one assignment per month.

Reader | Purpose: To proclaim the Scripture during Mass.

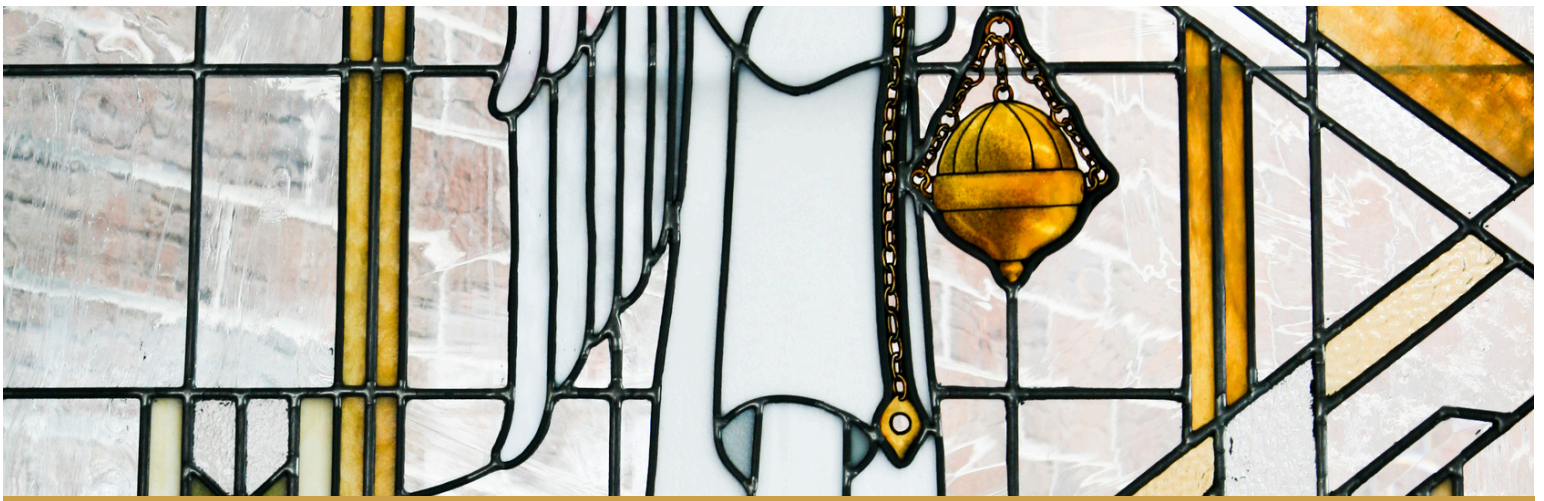
Responsibilities: Undertake the initial training, rehearse readings prior to Mass and be comfortable proclaiming the Scripture from the ambo. Maintain online scheduling and arrange for substitutes as needed. Reliability is crucial.

Time Commitment: About one assignment per month.

Welcome Minister | Purpose: To extend a gracious welcome to all worshippers before Mass and foster an atmosphere of comfort and safety during Mass.

Responsibilities: Undertake the initial training and be attentive to when you are scheduled.

Time Commitment: Minimal. Welcome Ministers are scheduled according to their Mass preference.



BEHIND THE SCENES LITURGICAL MINISTRIES

If you are interested in becoming involved with any of the Behind the Scenes liturgical ministries, please email Paula Jones Bradford: pjonesbradford@stjames.org or contact the Parish Office: 630.469.7540

Art & Environment Committee Member | Purpose: Assist with the preparation of the liturgical space for seasonal and special liturgies.

Responsibilities: Assist with setup and takedown of decorations throughout the year. Share responsibilities for upkeep of flowers, especially during Christmas and Easter seasons.

Time Commitment: Open ended.

Martha Ministry | Purpose: To assist with the cleaning and upkeep of the liturgical articles for Mass.

Responsibilities: Assist with small cleaning tasks in the church on a rotating basis with other team members.

Time Commitment: About two hours per month.

Funeral Sacristan | Purpose: To assist with the preparation and cleanup of the liturgical articles for a Funeral Mass.

Responsibilities: Undertake the initial training. Set up and clean up the articles for Mass.

Time Commitment: One and one half to two hours per funeral. May do as many or few as desired.

Wedding Liturgy Coordinator | Purpose: To assist with the preparation and cleanup of the liturgical articles for a wedding, and to welcome and rehearse the families for the wedding.

Responsibilities: Undertake the initial training. Set up the liturgical articles before the start of the wedding, welcome the families and help arrange the bridal procession. May run the wedding rehearsal in conjunction with the pastor or deacon at the Sacramental Coordinator's discretion.

Time Commitment: Two to four hours per wedding. May do as many or few as desired.

Ministers of Care | Purpose: To provide a connection to the faith community and an avenue of God's grace by bringing Eucharist to the homebound.

Responsibilities: Undertake the initial training program, receive commissioning from the bishop through the parish and work in collaboration with the coordinator.

Time Commitment: Once a week or whenever needed.



MUSIC MINISTRY

There are many opportunities to serve in music ministry. The most important qualification is a desire to praise the Lord as well as to serve the community by supporting the sung prayer at Mass. If you are interested, please contact the Music Director, Mary Newman Upchurch: mupchurch@stjamesge.org

Adult Choir | The only requirement is a desire to sing and learn the music: note reading is a bonus, not a requirement! This choir meets for one hour per week on a weeknight to rehearse music that is sung at Mass on Sunday morning. The group alternates between the 9:00 am and 11:00 am Mass from September through May. Special music is prepared for Christmas and Easter and other feasts during the liturgical year.

Funeral / Resurrection Choir | For those who have availability during the week, all are invited to participate in the Resurrection Choir. This group helps lead hymns during funeral Masses. Notice that a funeral Mass is scheduled usually comes a few days in advance and is distributed by email. Rehearsal is not required and choir members arrive ten minutes before Mass time, sit in the choir area, and support the sung prayer during a time when families and friends of the deceased may find it difficult to sing, allowing the family and friends to be comforted by the presence of the community.

Student Choir | This group meets for 30 minutes per week and sings at the 11:00 am Mass twice per month. All school aged singers are welcome, with opportunities for training in cantoring for older students.

***Cantors and Instrumentalists also play an important role in music ministry.
For more information about these roles, please contact the music director.***



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CHRISTIAN SERVICE MINISTRIES

If you are interested in becoming involved with any of the Christian Service Ministries and events, please email Paula Jones Bradford: pjonesbradford@stjames.org or contact the Parish Office: 630.469.7540

Christmas Basket Program | Purpose: To provide Christmas gifts and food to needy local families at Christmastime through Catholic Charities' Holiday Outreach Program.

Responsibilities: Assist the coordinator of the program during family selection weekends, help with distribution process to the families.

Time Commitment: Planning meeting in October. In November and early December, approximately 30 minutes before and after all the masses. Assist with drop off and pick up of gifts by the families here at St. James, one available weekend in December.

The Epiphany Toy Project | Purpose: Each year St. James the Apostle Parish collects bags filled with toys and gifts for the children of St. John Paul II Parish in Kankakee. St. JP II continues to be one of the most economically challenged parishes in the Diocese of Joliet. Boys and girls, infants to age 16, have come to look forward to this special Epiphany celebration, which begins with Mass and includes the procession of the Three Kings. For some of the children these are the only gifts they will receive.

Responsibilities: Distribute empty bags at one/two weekend masses in December. Collect filled bags after the 11 am Mass beginning 2nd weekend in December through Christmas Day and transport them to storage. Drive filled bags to Kankakee one morning during the last week of December.

Glen House Food Pantry | Purpose: To provide essential groceries to neighbors-in-need who live, work, or attend school in DuPage County.

Responsibilities: May volunteer sorting and stocking groceries at the Pantry's location in Glen Ellyn, assisting neighbors with shopping, and transporting food collected during parish months of support.

Time Commitment: Varies depending upon level of involvement.

For more information: Visit www.GlenHouseFoodPantry.org



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Knights of Columbus | Purpose: To provide men opportunities to better know and practice their Catholic faith.

Responsibilities: Help plan and coordinate various yearly events, including Blood Drive, Essay Contests, and Tootsie Roll Drive.

Time Commitment: Dependent upon level of commitment.

St. Vincent de Paul Ministry | Purpose: To provide support to those in the Glen Ellyn area who are in immediate need due to unexpected circumstances.

Responsibilities: Respond to requests from potential clients, meet with potential clients to assess their needs, and to give them references to all available resources.

Time Commitment: Two to three hours per month.



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PARISH LIFE MINISTRIES

If you are interested in becoming involved with any of the Hospitality and Community Ministries and events, please email Paula Jones Bradford: pjonesbradford@stjames.org or contact the Parish Office: 630.469.7540

Young at Heart Seniors | Purpose: To provide spiritual, social, cultural and informational activities for seniors, as well as an opportunity for them to spend time in community.

Responsibilities: Help setup and serve lunch for our seniors.

Time Commitment: Two to three hours per month.

Please contact Lisa Orwig at lisa.mirabella007@gmail.com

Hospitality Sundays | Purpose: To build community through food and fellowship following Sunday Masses once a month.

Responsibilities: Help setup before, serve during and clean up after Sunday Masses once a month.

Time Commitment: About one hour per month.

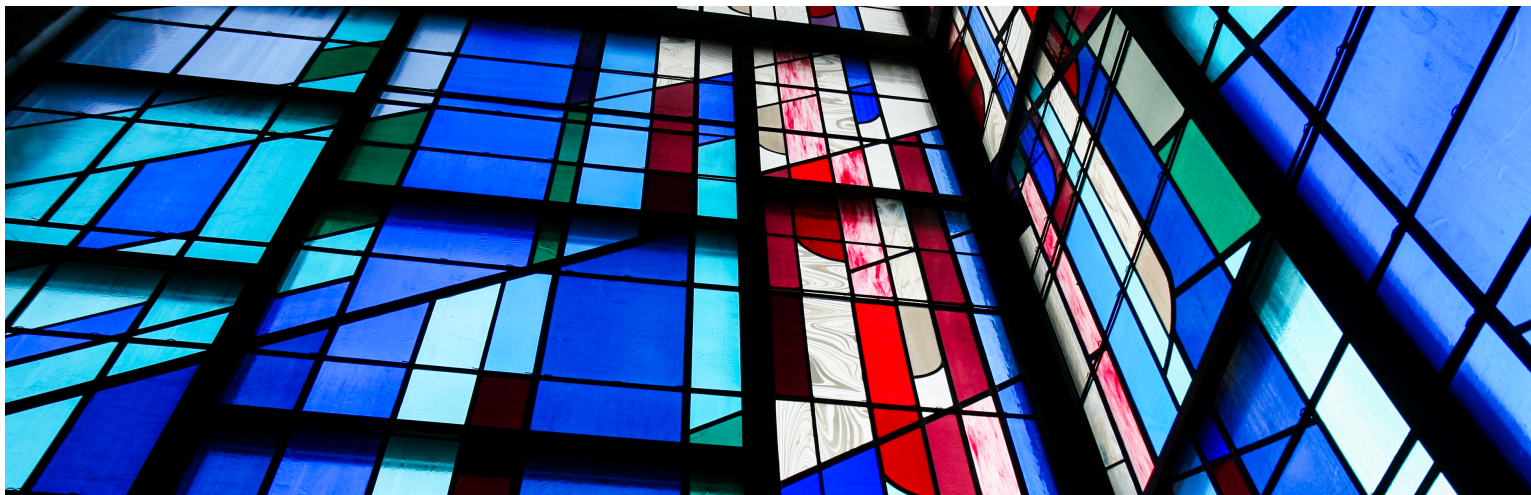
Tuesdays with Mass, Coffee & Fellowship | Purpose: To build community through food and fellowship following one weekday Mass, once a month.

Responsibilities: Help setup before, serve during and clean up after a Tuesday morning Mass once a month.

Time Commitment: About one hour per month.



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CATHOLIC EDUCATION MINISTRIES

If you are interested in becoming involved with any of the Catholic Education Ministries, please contact the individual listed next to the ministry.

St. James the Apostle Catholic School | At St. James the Apostle School we are committed to fostering lifelong learners to become the next generation of leaders by providing a challenging academic program rooted in Catholic beliefs. We offer classes for students from preschool to 8th grade. By combining our Catholic beliefs, strong academics, Christian service, liturgy, and prayer, we help our students to become people of faith and lifelong learners who serve the broader community. Volunteer opportunities include the School Advisory Board, Parent Teacher Organization and the Athletic Commission. Other volunteer roles include serving as a sports coach, room parent or at a single event during the year. Please contact Principal Jim Kelly at jkelly@stjamesge-school.org or 630.469.8060

St. James Religious Education Program | **Purpose:** To share and teach our Catholic faith with the children of our parish. Catechists and aides are needed to present weekly lessons from the syllabus, which are provided, as well as to plan lessons and activities. Classes are held once a week from September through April. Please contact Director of Religious Education, Laura Tumpane at ltumpane@stjamesge.org or 630.858.5646

Adult Faith Formation | **Purpose:** To provide an opportunity for adults to deepen their Catholic faith, through Bible Studies, speakers and other events. Events are advertised on our website, through Flocknote, on social media, and in the parish bulletin. Please email Paula Jones Bradford: pjonesbradford@stjames.org or contact the Parish Office: 630.469.7540



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ADULT SACRAMENTAL PREPARATION MINISTRIES

If you are interested in becoming involved with any of the Adult Sacramental Preparation ministries, please contact Sacramental Coordinator Hannah Bernstein: hbernstein@stjamesge.org or 630-469-7540 ext. 206

Marriage Preparation Ministry Coach Couple | Purpose: Husband and wife team of volunteers minister to an engaged couple by helping them understand their strengths and weaknesses as a couple, using the FOCCUS survey.

Responsibilities: Review the results of the FOCCUS survey with the engaged couple. Training is provided.

Time Commitment: About two hours per couple. Number of couples is determined by your availability.

Marriage Preparation Ministry Potential Mentor Couple | Purpose: Husband and wife team of volunteers are open to mentoring an engaged couple through the Witness to Love program and have their profile compiled in a viewbook so that engaged couples who do not know any married couples in the parish can consider choosing them as mentors.

Responsibilities: Fill out a profile sheet for the potential mentor couple viewbook. If an engaged couple chooses you as mentors, meet with them six times for one and a half to two hours each time, over a period of six months. Mentor them, walk alongside them in their journey, and be friends to them!

Time Commitment: Minimal initially, up to three hours per month if an engaged couple chooses you.

OCIA Team Member | Purpose: To support the Sacramental Coordinator and pastor in catechizing adults and teens who are interested in becoming Catholic, and to be an example of a joyful Catholic life to the candidates and catechumens.

Responsibilities: Attend weekly catechetical sessions from approximately September to May and assist in discussion, as well as setup and takedown as requested.

Time Commitment: About two hours weekly.



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COMMUNITY MINISTRIES WHICH MEET AT ST. JAMES

If you are interested in becoming involved with any of the community ministries whose meetings are held at St. James the Apostle Parish, please use the contact information below:

Alcoholics Anonymous | 630.653.6556

Adult Recreational Basketball | Terry Gibson at terry.gibson@wilson.com

Ancient Order of Hibernians | Fergus Walsh at ferguswalsh@gmail.com

Boy Scouts Troop 352 | Ken Olp at olpken9@gmail.com

DuPage Woodworkers | www.dupagewoodworkers.org

Serra Club of DuPage County | John Pugliese at pops1207@gmail.com

Fostering vocations to the priesthood and religious life

Women's Morning of Recollection | Larissa Zinkus at larissaganem@hotmail.com

The recollection is a time of reflection and prayer. It includes a meditation guided by a priest, a practical talk on an aspect of our faith, adoration, benediction and an opportunity for confession



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