

November 2012

Dear Friends:

I am delighted to be able to share with you this *Time and Talent booklet*. It lists all the opportunities for ministry that we have in our Parish, as a way of responding to our baptismal calling, to be of service to others, and to help build our faith community of St. Basil's. I would like you to read through this booklet, to prayerfully reflect on these opportunities, and to ask yourself: "*How shall I respond to God's love this coming year by serving others a disciple of Christ?*" We are all called to share our God-given gifts, particularly the gift of time. *All time comes from God*. My hope is that you will be able to participate in at least one of these ministries. What a blessing that would be – for you and for our Parish.

This is a wonderful Parish and we are blessed with many resources: the Pastoral Team, our Parish Staff, the many parishioners actively involved in ministry, our Catholic schools – the list goes on. Through the sharing of our gifts, we can help live out our Parish Mission of being "*A welcoming Eucharistic community, sharing faith and reaching out to all.*"

You will find in the booklet a Response Form. Please join us in being good stewards of all that God has given us by returning your completed form with the collection on the weekend of First Sunday of Advent. Please use a different form for each family member. Additional forms are available at the office if you miss Mass that weekend.

Thank you for reading this letter and booklet. May God bless you for your continued efforts to be a sign of Christ's loving presence in the world.

Sincerely in Christ,  
Fr. Bosco Wong, Pastor

**If you have any questions about the ministries listed in this booklet, please call the parish office at 613-729-5149x10 or x11.**

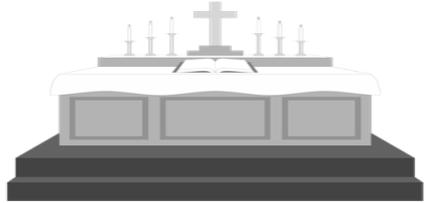
**Our office hours are Monday to Thursday 9:00 a.m. to noon and 1:00 to 4:00 p.m.**

Once we receive your *Response Form*, we will contact you about the next steps.

## LITURGICAL MINISTRIES

*The liturgy is at the heart of our Catholic faith. When we gather together at Eucharist each Sunday we become the visible sign of Christ's saving presence in the world.*

*Each one of us has been called and gifted by God to be that presence. The following ministries give you the opportunity to use your gifts to build up the Body of Christ.*



### ALTAR SOCIETY

Be part of a team that helps to prepare the church for Sunday Eucharist; duties include washing the sacred vessels, and dusting the altar and sacred furnishings. Time: Two hours every three weeks.

### ALTAR SERVER

You assist the priest at Sunday Mass. This is a great way to be involved and learn about the Eucharist. Open to Parishioners of all ages who have received their First Communion. Training is provided.

Time: Scheduled every three or four weeks. Arrive at least 10 minutes before Mass.

### ALTAR SERVER FOR FUNERALS

Participation in Funeral Liturgies expresses your support and that of our faith community for families who have lost a loved one. God has gifted you with compassion and a desire to reach out to grieving parishioners.

Time: The altar servers are listed on the funeral roster and are called when required.

## **EUCCHARISTIC MINISTER**

Eucharistic Ministers have the great privilege of feeding their brothers and sisters with the Body and Blood of Christ during Sunday Eucharist. Training is provided. The Pastor appoints you to this ministry.  
Time: Scheduled once every 2 or 3 weeks.



## **GREETER [HOSPITALITY]**

Your smiling face and warm welcome will greet the members of our parish family as they come to Mass. If God has blessed you with the gift of hospitality, we invite you to share it with your brothers and sisters in Christ. Your entire family can be involved in this ministry.  
Time: Scheduled every two or three weeks.  
Arrive at least 15 minutes before Mass.

## **LECTOR**

You will proclaim the Word of God at Sunday Eucharist. God has blessed you with the ability to proclaim the Word clearly and with reverence and conviction. You desire to grow in your understanding of scripture and want to enable others to do the same. Training is provided.  
Time: Scheduled once every 4 to 6 weeks.

## **LITURGICAL ENVIRONMENT**

The liturgical seasons, particularly Advent/Christmas and Lent/Easter, provide opportunities to enhance our worship space through the use of banners, flowers and other seasonal arrangements. If God has blessed you with a creative flair, we encourage you to join this ministry.  
Time: Several hours per season.

## LITURGY OF THE WORD FOR CHILDREN

This is a wonderful opportunity for you to help children in Grades 2 through 4 to joyfully know the Lord, through hearing the Word of God at their level of understanding. The children share insights into what they have heard and are encouraged to find ways to practice what they have experienced in the sessions.

The ministry is provided at the 9:00 a.m. Mass from September to May. A resource manual and training is provided.

## MUSIC MINISTRY

*Has God blessed you with a love of music? Liturgical music involves the congregation and inspires us as we praise God in song. Singers and musicians are invited to join one of our choirs. Singers are not required to read music, and there are no auditions. A regular commitment to weekly rehearsals and singing at Sunday Eucharist is required.*



## 5:00 P.M. CANTOR

The cantor leads the congregation in song. We also enjoy the challenge of learning meditative hymns to assist the congregation in making the transition from the busyness of their everyday lives into the prayerful setting of Mass.

## 9:00 A.M. FOLK CHOIR

The choir strives to sing the best in sacred choral music to create a spiritual and meaningful atmosphere of worship for all parishioners. You can learn to make the best use of your voice and to sing with others in joyful harmony.

## **11:00 A.M. CHOIR**

This adult choir leads the congregation into a fuller participation of the liturgy of the Mass. Rehearsals: Every Wednesday from 7:00 to 9:00 p.m. from September to June.

## **RESURRECTION CHOIR**

In the Resurrection Choir, you express compassion and support for the grieving family through your gifts of music at the funeral Mass. Because of the flexible nature of this ministry, you will be notified by telephone one or two days before the funeral and will rehearse 1/2 hour before the liturgy. All are welcome to join.

## **SACRISTAN [TRUSTEE]**

You assist in the preparations for the celebration of the Sunday Eucharist by setting out, and putting away the sacred vessels. If you have a gift for detail and the ability to work on a team.

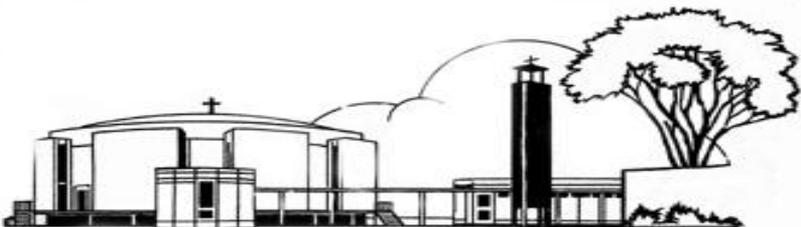
Training is provided.

Time: Scheduled one Mass every few weeks.

## **USHER**

Would you like to welcome people coming to Mass and make them feel at home? Ushers welcome parishioners and visitors, assist in seating people, take up the offertory collection, organize the offertory procession and distribute the bulletin. Training is provided.

Time: Every week at the assigned Mass; arrive ten minutes before Mass.



## **PARISH SERVICE**

*The Parish offers us many opportunities to use our gifts in the service of others. Is God inviting you to serve in one of the following ministries?*

## **BEREAVEMENT MINISTRY**

Has God gifted you with patience, compassion, and good listening skills? As part of the Bereavement Group, you will reach out to those grieving the loss of a loved one. Training and support is provided.

Time: Varies depending on the needs of the families.

## **CATHOLIC WOMEN'S LEAGUE**

The CWL is a national organization rooted in gospel values, calling its members to holiness through service to all God's people. Our chapter meets monthly and engages in fundraising to support its charitable initiatives. Meetings address areas such as spiritual development, Christian family life, and education. All Catholic women age 16 and older are welcome.

Time: Meetings are held on the second Saturday of the month, September through June.



## **COFFEE SUNDAY MINISTRY**

Our Coffee Sundays offer a great opportunity for parishioners to get to know one another better. If you enjoy meeting people, this could be the ideal ministry for you. As part of a team of 3 or 4 people you organize and serve refreshments.

Time: Once a month at the Mass of your choice.

## **COLLECTION COUNTER**

Offertory collections are counted on Sunday mornings. Donations and envelopes are sorted and recorded. You are good at counting money and enjoy working on a team. The Pastor appoints you to this Ministry.  
Time: Usually scheduled once every 6 weeks

## **COOKING CLASS**

Are you on your own? Do you need to plan and prepare meals and find yourself ill equipped? Our informal cooking class is for you. You will learn how to prepare healthy, hearty, home-cooked meals in a relaxed, hands-on approach. Have fun cooking and meeting new friends.

## **KNIGHTS OF COLUMBUS**

This fraternal and social organization of Catholic men embraces service to the Church, community, family and youth. As a Knight you will enjoy good fellowship, help organize parish activities, raise funds for charities and support each other. All Catholic men over 18 are welcome to join.



Time: Meetings are held on the second Tuesday evening of the month, September through June.

## **PARISH OFFICE ASSISTANCE**

You can make a difference by offering a few hours to assist with filing, archiving and collating materials for mail outs. God has blessed you with the ability to work on a team and pay attention to details. We invite you to add your name to the list of parishioners who help when office assistance is needed.

## **COMMUNITY LIFE COMMITTEE**

Have you been blessed with organizational skills and a friendly personality? Our parish would like your help to

offer a number of social events each year including a barbeque and a few dinners.

Time: The Committee will meet as required.

## **YOUNG AT HEART/RETIREES ON THE MOVE**

Retirees meet socially in a weekly afternoon of cards - bridge, euchre and rummoli; no registration is required. Provides the opportunity to interact and make new friends.

Time: Get together on Wednesdays.

## **CHILDREN AND YOUTH MINISTRY**

*Ministries for Children and Youth are the basis on which our faith community will continue to grow. Do you have gifts to work with the young, is God inviting you to serve in one of these ministries?*



## **YOUTH MINISTRY ADVISORY BOARD**

Are you looking for ways to help engage our youth in the life of the Parish and grow in their faith? Join our Youth Ministry Advisory Board and help in developing activities and programs for our youth. Your vision and faith commitment will help guide the Parish in its ministry to youth.

## **SACRAMENT OF RECONCILIATION PREPARATION**

Would you like to help our young people (Grade Two or older) and their parents in deepening their knowledge and understanding of this Sacrament and their Faith? The parents are invited to participate in two meetings to reflect upon what this Sacrament means in their life. Opportunities to share your gifts include sharing your experience of Reconciliation with the parents, preparing artwork, assisting with administration and prayer partnering.

## **SACRAMENT OF CONFIRMATION PREPARATION**

Would you like to help our young people (Grade Six or older) and their parents in deepening their knowledge and understanding of this Sacrament and their Faith? Opportunities to share your gifts include leading small groups of students in faith formation, helping with the retreat days for both the Confirmation candidates and their parents, preparing artwork and prayer partnering.

## **OUTREACH MINISTRIES**

*Jesus asks us to reach out and help people. "For I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me, I was naked and you gave me clothing, I was sick and you took care of me, I was in prison and you visited me."  
(Mathew 25:35-36)*



## **EUCCHARISTIC MINISTER TO THE HOMEBOUND**

Our parish community includes parishioners who live at home but for health reasons are not able to attend Mass. You will have the privilege of bringing them Holy Communion and visiting with them. Training will be provided.

Time: Varies depending on the number of people visited.

## **MINISTRY AT MEDEX EXTENDED CARE**

Our parish community includes parishioners who reside in Nursing Homes and are unable to attend Sunday Eucharist. You will have the privilege of bringing them to the Bi-Weekly Mass or visiting with them. Training will be provided.

Time: Varies depending on the number of people visited.

## **OUTREACH TO THE NEEDY [SOCIAL ACTION]**

Have you been blessed with a compassionate heart and the ability to see the face of Christ in those in need? This ministry of service helps those in our parish area who are in need of emergency assistance for food and other necessities.



## **PRO-LIFE MINISTRY**

Would you like to be kept informed about pro-life issues and activities? Please join this ministry and help share information about pro-life issues and the activities of the pro-life groups in Ottawa. We shall help to promote the pro-life message in the Parish.

Time: The group will meet several times a year.

## **REFUGEE COMMITTEE**

The Refugee Committee assists the refugee family sponsored by the Parish. It administers the Refugee Fund and keeps the Parish informed about the family's progress. It provides guidance to the Social Justice Committee and Pastoral Team on refugee issues.

Time: Meets several times a year. Provides help to the family as required.

## **MISSION AND SOCIAL JUSTICE COMMITTEE**

Our purpose is to heighten the consciousness of parishioners about issues of justice, through education and involvement in social action. We act as a liaison to the Pastoral Team, bringing items to their attention and exploring ideas and needs presented by them. Members participate in monthly meetings and optional ad hoc committees.

Time: A meeting a month and extra time commitments for some projects.

## **FAITH FORMATION**

*The Parish has several small faith sharing groups that bring people together to pray and share faith. We invite you to join one.*



## **MARRIAGE PREPARATION MINISTRY**

As a married couple, you will share the rewards of your sacrament with engaged couples. As a sponsor couple, you will relate your experience of married life and encourage engaged couples as they approach the sacrament. A manual will be provided.

Time: Several evenings per couple.

## **RCIA**

*(Rite of Christian Initiation of Adults and Children of Catechetical age [7 and older])*

Prepare people for Sacraments of Initiation. Be part of the team that welcomes, encourages, and supports those who inquire about our faith. Are you interested in joining the Catholic Church? Prospective sponsors and enquirers meet with the Pastoral Minister to discuss the process.

## **SMALL CHRISTIAN COMMUNITY**

Are you interested in exploring your faith as a member of a small Christian community? Groups of six to eight are formed and resources provided to bring people together to pray and share faith. The group determines what course of study they will pursue such as a section of Scripture.

## **PASTORAL PLANNING, ADMINISTRATION & COMMUNICATION**

*Do you have gifts for planning, organization, finance, communications or leadership? This is your Parish and the Pastoral Team seeks your help in administering it. Please consider sharing your gifts in one of these ministries.*

## **PASTORAL COUNCIL**

Pastoral Council is a consultative body that assists the Pastor in guiding the overall care and ministry of the Parish. It develops and implements priorities for the Parish based on the Diocesan Pastoral Plan. Its members are elected/ acclaimed by parishioners each May for a three-year term.

Time: The Council meets once a month.

## **FINANCE COUNCIL**

The Finance Council is a consultative body that provides advice and recommendations to the Pastor concerning the overall fiscal operations of the Parish. It determines what is financially feasible, prudent, and sound financial practice. The Council prepares an annual operating budget and a five-year capital plan, and monitors the financial performance during the year. It assists in the Human Resources function. The Pastor appoints its members.

Time: The Committee meets once a month.



## **PREMISE MAINTENANCE COMMITTEE**

Do you have a background in building design, maintenance, and function? You will advise the Pastor/Finance Council about the development and maintenance of buildings and grounds.

Time: The Committee meets on an as needs basis.

## **WORSHIP COMMISSION**

If God has blessed you with an appreciation of the beauty and power of liturgy, we invite to join our Committee. Its members assist the Pastor in planning and evaluating all liturgical celebrations.

Time: 4-5 meetings a year.