

# Saint John the Apostle Catholic Church

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## Ministry Guide

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Word, Worship, Stewardship, Service

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## PARISH COUNCILS

### Parish Pastoral Council

The purpose of the Parish Pastoral Council (PPC) is to aid the pastor in setting the overall direction of the parish community. As selected representatives of Saint John the Apostle Church, the PPC works closely with and advises the pastor, members of the parish staff, various ministry leaders and members of the community on matters related to the overall mission of Saint John the Apostle Catholic Parish.

Chair, Maria Bair | 757-573-8853 | mbair65@gmail.com

Vice Chair, Murray Curtis | 757-642-7084 |

Convener, Tommy Irving | 757-439-3304 |

### Parish Finance Council

The purpose of this council is to assist the pastor in developing a balanced parish budget for each fiscal year according to the priorities and goals set by the Parish Pastoral Council and approved by him.

Chair, James Manger | 757--689-4826 |

## LITURGY, PRAYER & WORSHIP

### Altar Guild

**Coordinator(s):** Marianne Kirby | 757-472-7551 | mariannekirby@hotmail.com

**Goals & Purpose:** To set the table for the Lord's feast.

**Responsibilities:** To keep all the linens, vessels and candles in good order, and to have everything ready for the celebration of each Mass.

**Helpful Attributes:** A willingness to give a little extra time on some weekends to set up for Mass. (No ironing required)

**Commitment:** When scheduled, approximately 15 minutes prior to each Mass, plus some initial training. Periodic meetings are announced in the bulletin.

### Altar Servers

**Coordinator(s):** Father Rob Cole | 757-426-2180 | frrob@sjava.org

**Goals & Purpose:** Assist at Mass, benediction, funerals, weddings, Stations of the Cross and other liturgical functions.

**Responsibilities:** Serve at the altar in order to add dignity to the Mass. Assist the priest and deacon in their service to God on behalf of the people. Inspire the congregation to worship by your actions. Serve attentively and responsibly, with joy, love, dignity, and respect for God and others.

Open to males and females (who have received First Holy Communion) in grades 4 through 12.

### **Children's Liturgy of the Word (CLOW)**

**Coordinator(s):** Emily Desouza | 757-619-9026 | emilygdesouza@yahoo.com

**Goals & Purpose:** To teach the Gospel to children ages 4 to 7 years during Mass.

**Responsibilities:** The leader follows a lesson plan that focuses on the Gospel and then leads a craft or activity. Before the scheduled Sunday, the leader is provided with a lesson plan. It is the leader's responsibility to review the lesson, make copies of the activity, or bring in supplies for a craft. The helper provides supervision, redirects children with positive behavior interventions and assists the leader with any activities.

**Helpful attributes:** Love working with children; friendly, patient, and able to work in a fast-paced environment.

**Commitment:** Once or twice a month during the 9:15am Mass. Leader must arrive early to set up the room. Lesson plan preparation is also required.

**Training requirement:** Yes

### **Christ Renews His Parish (CRHP)**

**Coordinator(s):** Deacon Gary McClelland | 757-426-2180 | gmcclelland@sjavb.org.

**Goals & Purpose:** CRHP is both a personal and a St. John the Apostle (SJA) Parish spiritual renewal process. As Catholics, we are called to witness to one another the amazing things God has done for us. The CRHP process allows us to do just that—take a break from our busy lives, share our faith with others, and get to know God through his works.

**Commitment:** Attend a two-day, one-overnight renewal weekend at SJA to focus on where you are in your spiritual journey. Music, faith sharing, Mass, and individual and group activities help you reflect on your current relationship with God and inspire you to be open to the way God is working in your life. (Men and women attend different weekends.)

### **Eucharistic Adoration**

**Coordinator(s):** Rosemary Smith | 757-375-1908 | rosemary11@aim.com

**Goals & Purpose:** To honor our Lord in Eucharistic Adoration.

**Responsibilities:** To spend one hour or more in silent Adoration with Jesus and to ensure that He is not alone. (The church must never be empty when the Blessed Sacrament is exposed.)

**Commitment:** The Blessed Sacrament is exposed on Thursdays from 8:00am to 6:45pm. All are welcome to come any time of the day and stay for any length of time. Parishioners are encouraged to sign up for a specific hour of adoration in order to ensure that there is always someone present.

### **Extraordinary Ministers of Holy Communion**

**Coordinator(s):** Mary Humphrey | 757-239-4247 | newfee@cox.net  
Lita Cain | lcain88@gmail.com

**Goals & Purpose:** To distribute the Body and Blood of the Lord to the faithful.

**Responsibilities:** With Communion being given under both species, it is necessary to have a relatively large number of ministers available at every Mass.

**Commitment:** The ministry is open to all over the age of eighteen who have a special love and reverence for the Blessed Sacrament. Special training is required and ministers are expected to be present prior to the beginning of their scheduled Mass.

### **Funeral Ministry (Liturgical)**

**Coordinator(s):** Bill Hitchings | 1231done12@gmail.com  
Mike Walsh | mwalsh1@walshtops

**Goals & Purpose:** To assist Fr. Rob at funeral Masses.

**Responsibilities:** To set up for a funeral Mass. To work with the funeral home and family to prepare the Commons area as needed.

**Helpful Attributes:** Commitment to the time required to help the team.

**Commitment:** Generally, three hours per funeral is required, as is specialized training. Meetings as announced.

### **Lectors**

**Coordinator(s):** Liz Newby | 757-430-8229 | newbyeak@verizon.net

**Goals & Purpose:** To bring the power of the Word of God and love of scripture to others.

**Responsibilities:** To read, practice, and prepare for your oral reading at the ambo. Be able to practice and pronounce difficult words. At the ambo, read in a deliberate, slow, and clear voice so that the words on the page come alive for those listening.

**Helpful Attributes:** Enjoy public speaking. Have a willingness to take time to prepare to meet responsibilities. Must be a practicing, confirmed Catholic.

**Commitment:** Approximately one Sunday per month, plus preparation time, plus some initial training. Periodic meetings are announced.

### **Legion of Mary**

**Coordinator(s):** John Kersh | john.m.kersh@hotmail.com

**Goals & Purpose:** Dedicated to the sanctification of its members and society through prayer, the sacraments and the spiritual works of mercy. Open to all practicing Catholics, 18+ years old.

**Responsibilities:** Attend weekly meetings; read and study the Legion handbook; perform daily prayer; perform a work each week with another member.

**Helpful Attributes:** A desire to grow in holiness.

**Commitment:** Three to four hours per week (meeting & works). Meetings are every Monday, 7:00 - 8:30pm in the parish activity room.

### **Little Company of Mary**

**Coordinator(s):** Joyce Leotta | 757-427-1604 | isiah40@verizon.net

**Goals & Purpose:** To visit the sick and dying of the parish, and to bring Communion to these members when asked.

**Helpful Attributes:** Committed to a life of prayer, in addition to service to those in need.

**Commitment:** Attend meetings on the second Tuesday each month, 6:45 - 8:30pm in the parish activity room. Be available to visit the sick during the day. Ministry training is required, plus membership as an associate of the Little Company of Mary religious community.

### **Marian Prayer Group**

**Coordinator(s):** Kathie Polonoli | 757-338-7666 | lpolonoli@gmail.com

**Goals & Purpose:** To pray the rosary together and to read and discuss Sunday's gospel. We offer petitions for your needs and the needs of the parish, especially for peace in the world. We pray the Divine Mercy Chaplet on the 2nd and 4th week of the month. Please join us any Thursday at your convenience.

**Commitment:** Meetings every Thursday (7:00 - 8:30pm) in the school.

### **Prayer Chain**

**Coordinator(s):** Mary Ellen Roemer | 732-299-4165 | roem3@aol.com

**Goals & Purpose:** To pray for the spiritual and temporal needs of the parish.

**Responsibilities:** Receive the prayer request. Transmit to prayer chain members the requests and needs of the respective parishioners.

**Helpful Attributes:** Time to answer your phone and pass on requests in a timely manner.

**Commitment:** Every day, 5-15 minutes per call, between 9am and 8pm. No calls before or after these times. Social meeting once a year.

### **Prayer Shawl**

**Coordinator(s):** Liz Romero-Kibiloski | 757-426-7662 | lromerokib@aol.com

**Goals & Purpose:** To provide parishioners an opportunity to share their knitting and crocheting skills with the needy of our parish and the greater community by gifting them with prayer shawls, lap robes and blankets.

**Responsibilities:** Combine the love of fiber arts with a ministry of love and compassion by donating our time and materials in the form of completed prayer shawls, lap robes and blankets.

**Helpful Attributes:** A desire to share your gift of knitting or crocheting -- or even your desire to learn to knit or crochet.

**Commitment:** Two hours on Tuesday mornings (when able), or devote personal time working on your own at home. No training required. Meet Tuesday mornings from 10am to 12noon in the parish activity room.

### **Regina Pacis Rosary Group**

**Coordinator(s):** Mike Flanagan | 757-430-1713 | mikeflanagan@earthlink.net

**Goals & Purpose:** Daily recitation of the rosary, in a group, to honor Mary and to pray for our intentions.

*Monday:* The Pope, Cardinals, Bishops, Priests, and our Pastor.

*Tuesday:* Christian Unity.

*Wednesday:* The conversion of sinners and all non-believers.

*Thursday:* Reparation of the offenses against the Blessed Sacrament.

*Friday:* Reparation of the offenses against the Sacred Heart and the Immaculate Heart of Mary.

**Responsibilities:** The Rosary is recited aloud after daily Mass and different people take turns reciting each decade. Must be able to pray with an audible voice.

**Helpful Attributes:** To love to pray and to love Our Lady by recitation of the rosary.

**Commitment:** Approx. 15-20 min. after daily Mass at church. Meetings announced when needed.

## **FAITH FORMATION**

### **Adult Confirmation**

**Coordinator(s):** John Domingo | 757-426-2180 | jdomingo@sjavb.org



**Goals & Purpose:** To prepare adult (18+) baptized Catholics who have already celebrated First Communion but are in need of Confirmation.

**Responsibilities:** Participation in a five-week series of classes, as well as home preparation and participation in the sacraments.

**Helpful Attributes:** Desire to learn more and live the Catholic Faith before and after Confirmation.

**Commitment:** Meet for five weeks on Sunday after 9:15am Mass, from 10:30 - 11:45am. Sessions are announced in the bulletin.

### **Baptism Preparation Team**

**Coordinator(s):** Jenny & Shawn Scharf | 757-689-3955 | shawinandjennyscharf@gmail.com

**Goals & Purpose:** To prepare parents for infant baptism and to assist during Mass.

**Responsibilities:** The team leads a two-hour class for parents. Members of the team assist during baptism Masses.

**Helpful Attributes:** Welcoming personality, ability to work with other ministries.

**Commitment:** Classes are held six times per year – first Tuesday of alternating months from 7:00 - 9:00pm. Team members should be present 30 minutes prior to Mass to help set up for the scheduled baptisms. Training is required.

### **Confirmation Table Mentors**

**Coordinator(s):** Veronica Litwinowicz | youthminister@sjavb.org

**Goals & Purpose:** To plan and implement the formation process for Confirmation preparation.

**Responsibilities:** To serve as adult table mentors for the one-year Confirmation process, which meets once a month for five months.

**Commitment:** VIRTUS Child Protection training is required.

### **First Reconciliation/First Eucharist Team**

**Coordinator(s):** John Domingo | 757-426-2180 | jdomingo@sjavb.org

**Goals & Purpose:** To prepare our young people for their first celebration of the Sacraments of Reconciliation and Eucharist.

**Responsibilities:** Be involved in one of the following capacities: regular weekly catechist or aides in the Sunday or Monday programs; interview for First Reconciliation and First Communion; function as a member of the retreat team for First Reconciliation and First Communion; help with practices for First Communion.

**Helpful Attributes:** Love for the Catholic Faith and enthusiastic willingness to work with young people; be a practicing Catholic who has celebrated the sacraments of initiation and, if married, is married according to the laws of the Church.

**Commitment:** Based on individual roles, time commitment can be weekly for one hour, three hours for interviews, two hours for retreats, and two hours for First Communion practices. Meetings are conducted weekly for sacrament classes, twice a year for interviews, and once a year for practices. Training is required and provided.

### **Rite of Christian Initiation for Adults (RCIA)**

**Coordinator(s):** John Domingo | 757-426-2180 | [jdomingo@sjavb.org](mailto:jdomingo@sjavb.org)

**Goals & Purpose:** To prepare adults who are interested in becoming Catholic, as well as for those baptized Catholics who are in need of First Communion and Confirmation.

**Responsibilities:** SPONSORS: Weekly participation in class and mentoring of candidates outside of class. TEAM: Weekly preparation of class and planning.

**Helpful Attributes:** Love for the Catholic Faith and enthusiastic willingness to work with others; friendliness. Sponsors should be practicing Catholics who have celebrated the sacraments of initiation and, if married, married according to the laws of the Church.

**Commitment:** An hour and a half each week for the duration of the classes.

Training is required and provided.

### **Sacramental Catechesis for Older Students**

**Coordinator(s):** John Domingo | 757-426-2180 | [jdomingo@sjavb.org](mailto:jdomingo@sjavb.org)

**Goals & Purpose:** To prepare our young people (fourth grade - high school) for their first celebration of the Sacraments of Penance and Eucharist.

**Responsibilities:** Be involved in one of the following capacities: regular weekly catechist or aide in the Sunday program; interview for First Penance and First Communion; function as a member of the retreat team for First Penance and First Communion; help with practices for First Communion.

**Helpful Attributes:** Love for the Catholic Faith and enthusiastic willingness to work with young people; be a practicing Catholic who has celebrated the sacraments of initiation and, if married, is married according to the laws of the Church.

**Commitment:** Based on individual roles, time commitment can be weekly for one hour, three-hour commitment for interviews, a two-hour commitment for retreats, and two hours for First Communion practices. Meetings are conducted weekly for sacrament classes, twice a year for interviews, and once a year for First Communion practices. Training is required and provided.

# SACRAMENT PREPARATION

## CHILDREN

### Catechist/Aide/Helper

**Coordinator(s):** John Domingo | 757-426-2180 | jdomingo@sjavb.org

**Goals & Purpose:** To teach the Catholic Faith to our young people participating in religious education classes (K - 8th grade).

**Responsibilities:**

Catechist: Main instructor who has engaged in the necessary lesson planning to provide a weekly instruction that is informative and also interactive, based on the appropriate learning styles and methods.

Aide (Aged 18+): To assist the catechist in the appropriate learning styles and methods.

Helper (Teen): To assist the catechist and aide in practical matters similar to that of an aide.

**Helpful Attributes:** Love for the Catholic Faith and enthusiastic willingness to work with young people; patience; friendliness; good organization skills, excellent communication skills, especially with parents; if Catechist, a practicing Catholic who has celebrated the sacraments of initiation and, if married, married according to the laws of the Church.

**Commitment:** Participate in the weekly classes (one and a half hours each) throughout the school year. Specialized training is required and provided.

### Substitute Catechist

**Coordinator(s):** John Domingo | 757-426-2180 | jdomingo@sjavb.org

**Goals & Purpose:** To substitute for catechists, as necessary.

**Responsibilities:** In consultation with the catechist, implementation of class activities based on a predetermined lesson plan; notification of catechist after class as to the success of the lesson.

**Helpful Attributes:** Love for the Catholic Faith and enthusiastic willingness to work with young people; patience; friendliness; good organization skills, excellent communication skills, especially with parents; if Catechist, a practicing Catholic who has celebrated the sacraments of initiation and, if married, married according to the laws of the Church.

**Commitment:** Participate in the weekly classes (one and a half hours each) throughout the school year, as needed and requested by the catechist. Specialized training is required and provided.

### Children of Light

**Coordinator(s):** Joan Kulinka | kulinkaj56@gmail.com

**Goals & Purpose:** To teach the Catholic Faith to our young people participating in Religious Education classes, kindergarten to 8th grade, who have special needs (i.e., physical, intellectual).

**Responsibilities:** Participation in regular sessions in a group environment where individual instruction and attention is necessary. (Children are either mainstreamed into regular classroom with an appropriate aide, or participate in a self-enclosed class where there is more specialized instruction.)

**Helpful Attributes:** Love for Catholic Faith and enthusiastic willingness to work with young people; patience; friendliness; good organization skills, excellent communication skills, especially with parents; practicing Catholic who has celebrated the sacraments of initiation and, if married, is married according to the laws of the Church.

**Commitment:** Participate in the weekly student classes throughout the school year. Specialized training is required and is provided.

### **Vacation Bible School**

**Coordinator(s):** John Domingo | 757-426-2180 | [jdomingo@sjavb.org](mailto:jdomingo@sjavb.org)

**Goals & Purpose:** To have fun bringing the wonder of God into children's daily lives.

**Responsibilities:** Adults and junior volunteers (rising 6th grade students) serve as Bible story tellers, arts and crafts teachers, music team, snack crew, and drama teams.

**Helpful Attributes:** Love of children.

**Commitment:** Volunteers attend and support Vacation Bible School (VBS) that is conducted for five days in late June or early July from 9:00am to 12:00noon, Monday - Friday. In addition, volunteers age 18+ must be VIRTUS trained.

## **YOUTH**

### **High School Youth Ministry**

**Coordinator(s):** Veronica Litwinowicz | Contact [youthminister@sjavb.org](mailto:youthminister@sjavb.org)

**Goals & Purpose:** To work toward the salvation and sanctification of all youth through a personal encounter with Our Lord Jesus Christ.

**Responsibilities:** Through Catholic teachings, animated group dynamics, spiritual growth, social relationships, excursions, retreats, mission trips, and opened awareness to morality in today's society, we challenge and grow with the youth every Sunday evening from 6:00 - 8:00pm.

**Commitment:** Adult volunteers are required to complete VIRTUS Child Protection training.

### **Middle School Youth Ministry**

**Coordinator(s):** Veronica Litwinowicz | Contact [youthminister@sjavb.org](mailto:youthminister@sjavb.org)

**Goals & Purpose:** To unite the youth of St. John's through social events and stewardship within the church/community, and to develop a stronger relationship/role in the Catholic faith.

**Responsibilities:** We invite all middle-schoolers (6th - 8th grade) to come and enjoy the fun!

**Commitment:** Adult volunteers are required to complete VIRTUS Child Protection training. The Tuesday weekly meetings begin at 6:30pm, and occasionally we hold our famous Friday Fun Nights.

## ADULTS

### Men of St. Joseph

**Coordinator(s):** John Domingo | 757-426-2180 | [jdomingo@sjavb.org](mailto:jdomingo@sjavb.org)

**Goals & Purpose:** This is a discipleship group of men committed to living a life of conversion, integrity, and honesty, acting as a witness for Jesus Christ in daily life. With prayer and discussion, Men of St. Joseph aim to emulate St. Joseph and become better husbands, fathers, sons, and brothers.

**Commitment:** Weekly meetings are held each Thursday from 7:00 - 8:00pm.

### Thursday and Sunday Theologica classes

**Coordinator(s):** John Domingo | 757-426-2180 | [jdomingo@sjavb.org](mailto:jdomingo@sjavb.org)

**Goals & Purpose:** To provide weekly teaching based on Sacred Scripture and the teachings of the Catholic Church.

**Responsibilities:** Attend with an open mind and heart.

**Helpful Attributes:** Desire to learn more and live the Catholic Faith, especially in terms of Sacred Scripture.

**Commitment:** Weekly meetings in the parish activity room.

Sunday classes 6:00 to 7:30 pm / Thursday classes 10:00 to 11:30am

### "Truth Among Us" Bible Study

**Coordinator(s):** Billie & Denny Sullivan | 757-677-6306 | [dtracksull@aol.com](mailto:dtracksull@aol.com)

**Goals & Purpose:** To read and study scripture; to better understand our faith; to attain a deeper relationship with our Lord.

**Responsibilities:** Read weekly assigned chapters.

**Helpful Attributes:** Have an open mind and heart to hear and understand God's Word. A desire to strengthen one's faith and share it with others.

**Commitment:** An hour to read assigned chapters, plus weekly meetings on Wednesdays (mid-Sept-mid May) from 10:00 - 11:30 a.m. in the parish activity room.

## MUSIC

### Church Children's Choir

**Director:** Dr. Brandon Spence | 757-426-2180 | bspence@sjavb.org

**Goals & Purpose:** To allow children the opportunity to polish their talent as singers and/or musicians; to learn to work together as a group; to learn musical principles; to apply their talents to public performance; to learn the finer points of the Mass; and to make friends and have fun.

**Responsibilities:** To sing once a month at the 9:15am Sunday Mass.

**Commitment:** Attend choir rehearsals from 7:00 - 8:00pm on the Wednesday before their scheduled Mass.

### Instrumentalists

**Director:** Dr. Brandon Spence | 757-426-2180 | bspence@sjavb.org

**Goals & Purpose:** To welcome musicians of all ages to accompany our various choirs. Scores are provided for each particular instrument. Keyboard, piano, organ, woodwinds, brass, strings, percussion, guitars, etc., are welcome.

**Commitment:** Attend practice and performances as scheduled.

### St. John's Choir

**Director:** Dr. Brandon Spence | 757-426-2180 | bspence@sjavb.org

**Goals & Purpose:** To provide a wonderful opportunity for parishioners to find their inner voice, to sing in parts and expand their musical and liturgical knowledge and abilities. The choir is one of mixed voices (soprano, alto, tenor, and bass) and is a celebration through choral harmony.

**Helpful Attributes:** The ability to read music is helpful.

**Commitment:** Attend choir rehearsals on Wednesdays from 7:00 - 9:00pm in the church, and sing at the 11:00am Sunday Mass and Holy Day liturgies. Commitment/dedication to rehearsals/performance are required.

### SCHOLA

**Director:** Dr. Brandon Spence | 757-426-2180 | bspence@sjavb.org

**Goals & Purpose:** To learn, sing and pray the official music of the Roman Catholic Church at its official liturgies.

**Helpful Attributes:** Ability and desire to sing chant.

**Responsibilities:** One hour weekly rehearsal. Performance primarily at 11:00am on the Sundays of the Easter and Christmas seasons.

**Commitment:** Weekly rehearsal and weekly Mass during appropriate seasons.

**Meeting Schedule:** Thursdays at 7:00pm.

### **Youth Choir**

**Director:** Dr. Brandon Spence | 757-426-2180 | bspence@sjavb.org

**Goals & Purpose:** A dynamic choir; great for teenagers and young adults who enjoy sharing their faith through performance of Contemporary Hymnody and Sacred Music. Youth have a great gift for putting a fresh approach on things.

**Helpful Attributes:** Members are encouraged to be creative in their expression as soloists, group singers and players.

**Responsibilities:** Rehearsal each Monday from 7:00 - 8:30pm

**Commitment:** Rehearsals and singing at 5:00 Saturday evening Mass.

## **Parish & Community Life**

### **Arts & Environment Committee**

**Coordinator:** Andrea Lopshansky | 757-575-9403 | andi71@cox.net

**Goals & Purpose:** To prepare the church for Lent, Easter, Advent, and Christmas.

**Responsibilities:** Purchase and place flowers, change candlesticks, and set up Altar of Repose.

**Helpful Attributes:** Ability to give your time and have a creative eye for placing flowers.

**Commitment:** Assist four to eight times each year. No training required.

Any meeting will be announced in advance.

### **Bereavement Hospitality Team**

**Coordinator(s):** Jamie Ridgway | 757-573-8871 | tjcm4@gmail.com

**Goals & Purpose:** To provide help for bereaved families by giving a reception following the funeral Mass.

**Responsibilities:** Four teams take care of the receptions, taking turns. Other members provide side dishes, desserts.

**Helpful Attributes:** "We work with our hearts and hands." Having a caring attitude.

**Commitment:** When scheduled, receptions require from 2 to 5½ hours from each participating volunteer. No training required. Any meetings are announced in the bulletin.

### **Boy Scouts/Cub Scouts**

**Coordinator(s):** Jerry Kane | 757-427-3860 | jkane179@cox.net

**Goals & Purpose:** The Boy Scouts of America (BSA) provides a program for young people that builds character, trains them in the responsibilities of participating citizenship and develops personal fitness. The Boy Scouts of America is one of the nation's largest and most prominent values-based youth development organizations. The BSA believes (and through nearly a century of experience, knows) that helping youth is a key to building a more conscientious, responsible and productive society.

**Responsibilities:** For nearly a century, the BSA has helped build the future leaders of this country by combining educational activities and lifelong values with fun. Those who work with the Scouts assume the responsibility for teaching and advancing Scout goals and values in all manner of activity.

**Helpful Attributes:** A desire to interact with Scouts of all ages, helping them to develop in many aspects of life.

### **Doughnut Committee**

**Coordinator(s):** Fran Peed | 757-285-3230 | fdpeed@sentara.com

**Goals & Purpose:** To promote parish fellowship and socialization.

**Responsibilities:** To help serve coffee and doughnuts after each Sunday Mass on the first Sunday of the month.

### **Gift Shop**

**Coordinator(s):** Bobbi Vinsand | 757-717-4601 | gsmanager@sjavb.org

**Goals & Purpose:** To provide quality religious merchandise for sale to our parishioners. Items for sale include rosaries, statues, crucifixes, jewelry and books.

**Responsibilities:** To express a friendly greeting to all parishioners visiting the gift shop. To assist in selection of merchandise -- and if not available, devote sufficient time to complete a special request form. To replenish merchandise with extra inventory on hand (when available). To process all purchases through the Gift Shop computer system.

**Helpful Attributes:** Possess a warm, friendly smile and demeanor. Have appropriate computer experience.

**Commitment:** On scheduled weekends, spend 15 minutes before and after Mass. Advance schedule is provided. Training is a requirement. Be able to attend a meeting once a year, or as needed.



## **Greeters**

**Coordinator(s):** Joy Catalano | 757-635-7679 | catalanojoy@gmail.com

**Goals & Purpose:** To welcome all parishioners and visitors to our parish as they arrive for Saturday and Sunday Masses.

**Helpful Attributes:** A smile, a warm handshake, and a desire to make all feel welcome in the House of the Lord.

## **Knights of Columbus Council 13764**

**Coordinator(s):** Grand Knight Shawn Knight | 757-718-2668  
Deputy Grand Knight Jay Ford | 757-652-5620

**Goals & Purpose:** To provide support to Fr. Rob and the parish.

**Responsibilities:** Work with brother Knights to support Fr. Rob and the Knights' functions to promote our core ideals of charity, fraternity, unity and patriotism.

**Helpful Attributes:** Willing to share your faith, time and talents with brother Knights and your parish community.

**Commitment:** Business meetings conducted on the second Tuesday each month; social meetings on the fourth Tuesday.

## **Ministry to the Homebound**

**Coordinator(s):** Deacon Joe Grillo | 757-426-2180 | jgrillo@sjavb.org

**Goals & Purpose:** To ensure every parishioner can receive Holy Eucharist once a week.

**Responsibilities:** An Extraordinary Minister to bring Jesus to those who cannot attend church.

**Helpful Attributes:** Have ability to drive, are good with people, and have utmost respect for the Eucharist.

**Commitment:** When asked for assistance, time involved is about one hour per week. Training is required. Any meetings are announced in the bulletin.

## **Natural Family Planning**

**Coordinator(s):** Chris and Stephanie Finocchio | 757-430-1493 | finoc@msn.com

**Goals & Purpose:** To teach the Couple-to-Couple League's sympto-thermal method of natural family planning.

**Responsibilities:** To train and support engaged and married couples in the Art of Natural Family Planning by instructing them in how to chart the woman's fertility cycle and to apply various rules to

either postpone or achieve pregnancy with 99.6% method effectiveness. Classes also teach God's plan for marriage.

**Commitment:** Live on-site classes meet three times at one-month intervals. Each class is three hours long. Self-paced online classes are also available. Couples need to register and purchase course materials at [www.livethelove.org](http://www.livethelove.org). If published class dates do not fit your schedule, please contact the coordinators directly.

## **Nursery**

**Coordinator:** Amy Kirner | 732-803-9211 | [aekirner@gmail.com](mailto:aekirner@gmail.com)

**Goals & Purpose:** To provide a safe and fun environment for children ages 9 months to 3 years during the 9:15am and 11:00am Sunday Masses.

**Responsibilities:** To provide age appropriate care and to interact with the children in a loving manner.

**Helpful Attributes:** Enjoy spending time with young children.

**Commitment:** Flexible. Any help is appreciated; you can volunteer as much or as little time as you are able. All volunteers must be VIRTUS trained and have background checks. No scheduled meetings/other training.

## **Parish Social Events Committee**

**Coordinator(s):** Jeri Kislow | 757-427-9646 | [jkislow@aol.com](mailto:jkislow@aol.com)

**Goals & Purpose:** This ministry creates and manages social events that enhance the spirit of fellowship among the SJA parishioners. Events include dances, special events, and other social events that may occur throughout the year.

**Responsibilities:** To assist the co-chairs in developing and organizing special events. Individuals will form teams, which will be responsible for different aspects of the event, such as food, beverages, set up, clean up, etc.

**Helpful Attributes:** Creativity, organization, supportiveness. Ability to work as a team member and to collaborate with other teams.

**Commitment:** Committee meets the third Tuesday of each month at the parish. Other time commitments as needed to prepare for and attend the specific event.

## **Moms ROCK (Raising Our Catholic Kids)**

**Coordinator(s):** Stephanie Buras | 504-418-1181 | [Stephanie.CarrilloBuras@gmail.com](mailto:Stephanie.CarrilloBuras@gmail.com)

**Goals & Purpose:** Our mission as mothers is to grow our Catholic Faith so God can transform us into the mothers he has called us to be. Our goal is to trust God as our rock throughout our motherhood journey, as it states in Psalms 18:3:

*Lord, my rock, my fortress, my deliverer.  
My God, my rock of refuge,  
My shield, my saving horn, my stronghold!*

**Responsibilities:** Share your motherly gifts and insights that God has revealed to you.

**Helpful Attributes:** A desire to grow your faith as a mother.

**Commitment:** Attend (when able) weekly Monday meetings from 9:00-10:30am in the activity room of the church. Children welcome.

**Meeting Schedule:** Every Monday from 9:00 - 10:30am in parish activity room B.

### **Money Counters**

**Coordinator(s):** Patti Crimmins | 757-737-0783 | ladyDM01@gmail.com

**Goals & Purposes:** Acknowledge the importance of the gifts from the parish community in accurately counting cash and checks for Parish Operations, Building Funds and Outreach.

**Responsibilities:** Follow the procedures, count the collections from the weekend and holy day Masses, as well as prepare/review the deposit. The counters work in teams of 9 or more. Teams rotate each week and generally count once a month.

**Helpful Attributes:** Experience with using an adding machine and balancing cash or checks, attention to detail and accuracy.

**Commitment:** Count on Sunday mornings 3-4 hours. Start time 10:15am (after 9:15am Mass). Onsite training. Minimum age 18 years old. Must be a registered St. John the Apostle parishioner.

### **Social Media Committee**

**Coordinator(s):** Office | 757-426-2180 | sjachurch@sjavb.org

**Goals & Purpose:** To inform, inspire and evangelize through the use of social media.

**Responsibilities:** To investigate, develop and implement communication through social media platforms. Committee currently develops and reviews content for the SJA Facebook page.

**Helpful Skills:** Knowledge and use of social media such as Facebook, Twitter and Instagram, plus some computer skills to include use of Google collaboration tools.

**Commitment:** Committee meets monthly. Members spend at least 10-15 hours monthly outside of meetings developing content.

### **Ushers**

**Coordinator(s):** Jim Snead | 757-427-2855 (h); 757-575-6950 (c) | jimsnead@gmail.com

**Goals & Purpose:** Assist at Masses, as scheduled.

**Responsibilities:** Take up collections; assist with seating; identify handicapped for communion; handle possible emergencies as needed.

**Helpful Attributes:** Cheerful, welcoming, honest and dependable.

**Commitment:** Four to eight hours per month, generally on Sundays. No training required and no special meetings.

### **Welcome Committee**

**Coordinator(s):** Betty Rosignolo | 757-437-8662 | Rbrosignolo@cox.net

**Goals & Purpose:** To support an atmosphere that says, "All Are Welcome" to anyone who enters St. John the Apostle Church.

**Responsibilities:** Staff the Welcome Desk at each Mass in order to answer questions and distribute registration packets to potential parishioners.

**Helpful Attributes:** Friendliness and a bright smile.

**Commitment:** Availability to staff the Welcome Desk before and after Masses on a rotational schedule.

### **Women's Book Group**

**Coordinator(s):** Maria Caputi | 757-641-7784 | 5caputis@gmail.com

**Goals & Purpose:** To encourage women to come together to explore and strengthen their faith, and to discover the relevancy of God's words in our modern world.

**Responsibilities:** Read assigned chapter each week.

**Commitment:** Attend the Friday meetings: 9:15 – 11:00 am, except holidays. (Children are welcome, but childcare is not provided.)

## **Social Outreach**

\* **Coordinators:** Lisa Rohrer | 757-617-0657 | lisalrohrer@yahoo.com  
Kirsten Lundquist | 412-400-4024 | kslundquist@gmail.com

### **Community Outreach**

**Coordinator(s):** Interim: Lisa Rohrer & Kirsten Lundquist

**Goals & Purpose:** To process requests for financial assistance with utilities or fuel for Virginia Beach residents in need.

**Responsibilities:** Anonymously return phone calls to persons requesting assistance. Obtain information in order to complete necessary forms. Review historical data for previously provided assistance. Notify client of decision regarding the assistance request.

**Helpful Attributes:** Patience; ability to remain emotionally detached when dealing with difficult situations; ability to maintain confidentiality.

**Commitment:** Time required depends upon availability of volunteers. Generally, volunteer assistance runs from half to full day once a week. Training for new volunteers. Any meetings are announced via email.

### **Connect with a Wish**

**Coordinator(s):** Joy Rios | 757-337-2657 | connectwithawish@gmail.com

**Goals & Purpose:** To connect the wishes of children in foster care with the generosity of our community here in Virginia Beach.

**Responsibilities:** To work on item drives or events that support Connect with a Wish.

**Helpful Attributes:** A passion for children.

**Commitment:** One to two hours each month. Meetings periodically, as needed.

### **Feed Our Neighbor**

**Coordinator(s):** Kristy Winfield | 757-496-7991 | kmwinfield@msn.com

**Goals & Purpose:** To better the lives of the homeless in our community through meals, toiletries and fellowship.

**Responsibilities:** To set up for meals, clean up, cook, serve or decorate. Any talent can be utilized.

**Helpful Attributes:** Friendliness and a willingness to serve the Lord.

**Commitment:** Varied -- from a few hours once a year to a quarterly breakfast.

### **Food Pantry**

**Coordinator(s):** Laura O'Neill | Laura.oneill117@gmail.com  
Cheryl Tan | cheryltanmedia.com

**Goals & Purpose:** Twice each year parishioners are asked to donate food and money to restock shelves at the Star of the Sea Parish, St. Michael's Lutheran Church, Courthouse United Methodist Church, and the Veterans' House. Food is then distributed to those families who might otherwise go hungry.

**Responsibilities:** On designated weekends, handing out grocery bags and food item lists. On the weekend following collections, sorting and distributing the donations needed to sustain our neighbors in need.

**Helpful Attributes:** Ability to stand on your feet for an hour or more; willingness to work with others and take directions.

**Commitment:** One to four hours as your schedule permits. No training required; any meetings announced in the bulletin.

### **Holiday Outreach**

**Coordinator(s):** Mary Ann Simmons and Amy Musselman | sjaholiday@gmail.com

**Goals & Purpose:** To provide warm clothing for the homeless and to provide Thanksgiving meals and Christmas gifts to the needy.

**Responsibilities:** To collect, sort and deliver clothing food and gifts, and to staff a table in the Commons to answer questions and distribute information.

**Commitment:** Help at your regularly-attended Mass during October, November, and December. Meetings are scheduled as necessary.

### **Meals on Wheels**

**Coordinator(s):** Dennis Hartig | 757-404-7953 | dennis.hartig@verizon.net

**Goals & Purpose:** To provide meal services to people in need, such as shut-ins, handicapped or people with short term needs due to an injury or illness.

**Responsibilities:** A team of two people who donate one scheduled day per month, to deliver meals (using their own vehicle) to the assigned areas of General Booth and Pungo.

**Helpful Attributes:** A warm smile and caring heart. This visit may be the only social contact the recipient has that day. Awareness to contact the parish main office if an emergency were to occur with a client.

**Commitment:** Two to three hours on the designated delivery day. Minimal training involved; any meetings announced in bulletin.

### **Mental Health**

**Coordinator(s):** Ellen Murphy | [ellen.murphy@truesense.com](mailto:ellen.murphy@truesense.com) or Megan Brassert | megbrass@gmail.com

**Goals & Purpose:** To “Educate to Eradicate” the stigma still associated with mental illness.

**Responsibilities:** Along with our partners (Beach House and NAMI-VB), this ministry provides resources for the 1-in-4 local residents and their families affected by mental illness.

**Commitment:** Opportunity to attend locally-held classes and seminars, and to volunteer at various events; to be involved in letter writing campaigns; to participate in the annual NAMI WALKS held in Richmond; and/or to donate time at our table in September, as well as during the holidays.

## **SJA Quilters**

**Coordinator(s):** Christina Echevarria | 757-635-5731 | christinaech@yahoo.com

**Goals & Purpose:** To create baby quilts for donation to the Children's Hospital of the King's Daughters.

**Responsibilities:** To share knowledge, have fun, and meet regularly.

**Commitment:** Meetings every Wednesday afternoon for three hours in the parish activity room.

## **Respect Life**

**Coordinator(s):** Barbara Firich | 757-301-3924 | bfjmj0481@hotmail.com

**Goals & Purpose:** To provide educational information to the community regarding the sacredness and dignity of all human life.

**Responsibilities:** Voluntary participation in the trip to Washington DC for the *March for Life*; support to our local *Hope4Life* organization through a baby bottle drive; participate in *40 Days for Life* prayer vigils at local abortion clinics in the spring and fall. Voluntary participation in additional prolife events in our area and in Virginia.

**Helpful Attributes:** Dedication to prolife issues, a strong desire to share your faith, and a love of family.

**Commitment:** Be available (at any of four Masses) for event sign-ups in the Commons before and after Mass for two events yearly. Some training required provided by prolife ministry; attendance at quarterly meetings announced in the bulletin and via prolife email group.

## **Samaritan House**

**Coordinator(s):** Joy Catalano | 757-635-7679 | catalanojoy@gmail.com

**Goals & Purpose:** To help the victims of domestic violence; to keep our parish aware of the needs of these persons; to direct anyone in our parish who might need this assistance.

**Responsibilities:** To participate in shelter make-over day; to staff tables in the Commons during our annual collection; help with SJA phone calls when parishioners want to donate to Samaritan House; sometimes to pick up and deliver donated items. To assist with Samaritan House ornaments for Christmas trees every year.

**Helpful Attributes:** A desire to help others and to collaborate with other volunteers at the shelter.

**Commitment:** One Saturday in the spring (8:00 a.m. to 2:00 p.m.) for shelter make-over. Two weekends in October to staff tables in the Commons before and after Masses. Occasionally, take donations to Samaritan House. No training required; any meetings announced via email.

## **Sandwich Brigade**

**Coordinator(s):** Ginger Hitchings | 757-721-2553 | hvch36@gmail.com

**Goals & Purpose:** To participate in an interdisciplinary approach to feeding the hungry in Virginia Beach.

**Responsibilities:** To shop for food items, prepare lunches, and deliver lunches to your team leader.

**Helpful Attributes:** Availability of three Saturday mornings per year for preparation and delivery.

**Commitment:** Approximately 1.25 hours on three assigned Saturdays per year. No training or meetings are involved.

### **Seton Youth Shelters**

**Coordinator(s):** Jila Costello | 757-427-7090 | jclc988@aol.com

**Goals & Purpose:** Help vulnerable youth across Virginia Beach who need shelter, counseling, life-skills, and adult advocates in order that they can/will stay in school and return safely to their families. (Note: this ministry relies heavily upon monetary support, rather than volunteer assistance.)

### **Support Our Troops**

**Coordinator(s):** Rob Catalano | robcat382@gmail.com

**Goals & Purpose:** To provide support, encouragement, and joy by sending packages to our troops overseas; to write notes of encouragement to troops who have been wounded or are transitioning back home. To collect donations for homeless veterans.

**Responsibilities:** To meet (typically) on a Saturday morning once a month (6-8 out of the 12 months) to create well-needed packages for our troops (including bag treats), pack boxes, write notes and cards, etc. There may be those times in which we will need to occasionally wrap "gifts". Additionally, to share the great opportunity to bring joy to those serving our country by helping (2 weekends per year) to "work" at our table in the Commons.

**Helpful Attributes:** A willingness to support America's troops by bagging, packing, wrapping and writing.

**Commitment:** Meet during our monthly packing events, typically in the spring/early summer, September, October, November, and December.

### **Sullivan House Birthday Ministry**

**Coordinator(s):** Suzanne Shick | 757-876-1307 | suzaneshick73@gmail.com

**Goals & Purpose:** To bring joy and pleasure to the residents of Sullivan House through monthly birthday celebrations.

**Responsibilities:** As part of a team, you are asked to pick up the birthday cake, ice cream, and punch, to select music, or to organize games appropriate for the elderly.



**Helpful Attributes:** Be creative, friendly, outgoing, socially-skilled, and comfortable working with the elderly.

**Commitment:** Devote two to three hours per month at the Sullivan House location.

**Meeting Schedule:** As may be scheduled.

### **Sullivan House Food Delivery**

**Coordinator(s):** Anne Gause | [agause@sullivanhouse.org](mailto:agause@sullivanhouse.org)

**Goals & Purpose:** To provide supplemental food to Sullivan House residents twice a week to assist them with their nutritional needs. Residents are able to choose from a variety of fruits, vegetables, meat, deli, bread, and baked goods that they would not necessarily be able to afford on a weekly basis due to their low fixed income. In addition, excess food from Food Lion does not go to waste.

**Responsibilities:** Volunteers are responsible for picking up the food from Food Lion, delivering to Sullivan House, setting up/organizing food on tables, and assisting residents during distribution.

**Helpful Attributes:** Be able to utilize Sign-Up Genius calendar to sign up for dates when volunteers are able to assist.

**Commitment:** Tuesdays (North Community Room) and Thursdays (South Community Room). A total of 3-5 volunteers are needed every Tuesday and Thursday beginning at 9:00 am.

## **School**

### **School Liturgy Choir**

**Director:** Dr. Brandon Spence | 757-426-2180 | [bspence@sjavb.org](mailto:bspence@sjavb.org)

**Goals & Purpose:** To allow children in grades three - eight the opportunity to polish their talent as singers; to learn to work together as a group; to learn musical principles; to apply their talents to public performance; to learn the finer points of the Mass; and to make friends and have fun.

**Responsibilities:** Those interested should sign up during the first week of the academic year. The choir sings at the school Mass on Wednesday mornings at 8:00 a.m. To attend rehearsal on Tuesdays after school from 2:45 to 3:30 p.m. in the church. Members are also welcome to participate in the Church Children's Choir.

### **School Social/Events Committee**

**Coordinator:** Ms. Miriam Cotton, Principal | 757-821-1100 | [mcotton@sjavb.org](mailto:mcotton@sjavb.org)

**Goals & Purpose:** To create and manage social events that will enhance the spirit of fellowship among the parishioners of Saint John the Apostle Church and families of SJA School

## **Student Services**

**Coordinator:** Jackie Grasman | 757-821-1100 | jgrasman@sjavb.org

### ***Services provided to support SJA students:***

- Before & After Care
- Nurse's Office
- Cafeteria & School Library
- Reading Partner

## **Notes**