

STEWARDSHIP

Stewardship is a way of life central to the vitality of our parish. Like the stewards in the Gospel, God has given each of us unique gifts to be used wisely and generously in the service of God, His Church, and our neighbor. God asks us to give back to Him a sacrificial share of the time, talents, and treasure He has given us. In this way we store up treasures in Heaven. Remember - - - God will never be outdone in generosity.

.....

LITURGICAL COMMITTEE

ALTAR SERVERS

- ELIGIBILITY:** Boys and girls of the parish in 5th grade and above.
- DUTIES:** Assist the priest in the Sacrifice of the Mass and other liturgical celebrations.
Must be able to maintain a reverent attitude during Mass.
- TRAINING:** The Pastor or his designee provides training.
- SERVICE:** Is assigned to one of the teams which rotate through the three weekend Masses and major liturgical celebrations, such as Holy Week and Christmas.
- COORDINATOR:** Deacon Bill Stevens 301-972-7065
deaconolpresentation@verizon.net
-

EUCHARISTIC MINISTERS

- ELIGIBILITY:** Adult registered members of the parish who are interested should contact the Pastor.
- DUTIES:** Assist with distribution of the Eucharist and the Precious Blood at Masses and major Holy Days.
Distribution of Eucharist to homebound.
- TRAINING:** Provided by the Pastor or his designee prior to assuming duties.
- SERVICE:** Schedule is posted in the Sacristy and mailed to the individual.
Arrive 15 minutes prior to Mass.
- COORDINATOR:** Mrs. Joanie Henry (301) 916-3539 HEN5KIDS@YAHOO.COM
-

LECTORS

- ELIGIBILITY:** Members of parish who have received the Sacrament of Confirmation.
- DUTIES: LECTORS** Do the liturgical readings at weekend Masses and major Holy Days. Read introductions and announcements at weekend Masses and major Holy Days. Missalettes with the readings are given to the Lectors in advance. Commentator's notes are kept in a binder available for review immediately before Mass.
- TRAINING:** Provided by the Pastor or his designee with practical experience using the microphone. Schedules are posted in the gathering space and sent to the individual.
- SERVICE:** Arrive 15 minutes before Mass to prepare. Approximately once every six weeks.
- COORDINATOR:** Mrs. Judy McIntyre 301-972-8405 mcintyrejnj@verizon.net

MUSIC GROUPS

SATURDAY 5:30 MASS CHOIR

- ELIGIBILITY:** Members of the parish of high school age or above.
- DUTIES:** Provide vocal and instrumental liturgical music at the 5:30 PM Mass on Saturdays and major Holy Days (Easter and Christmas)
- SERVICE:** Every weekend and combined choirs for major Holy Days. (Service during July and August variable.) Practices are held in the Church 30 minutes before Mass begins.
- COORDINATOR:** Mr. Keith D'Anna (301) 924-3838 ext. 215 or 240-489-3272 musicatmsp@aol.com

SUNDAY 10:45 MASS CHOIR

- ELIGIBILITY:** Members of the parish of high school age or above.
- DUTIES:** Provide vocal and instrumental liturgical music at the late Mass on Sundays and major Holy Days (Easter and Christmas).
- SERVICE:** Every weekend and combined choirs for major Holy Days. Practices are held in the Church at 9:30 AM before Mass begins.
- COORDINATOR:** Mr. Dennis Conley (301) 349-2286 DennisConley@verizon.net
-

USHERS

- ELIGIBILITY:** Members of the parish of high school age and above.
- DUTIES:** Arrive 15 minutes prior to Mass.
Greet and assist in seating the congregation, especially the
handicapped or those with large families, late arrivals.
Maintain order before, during, after Mass.
Collect monetary offerings by the congregation.
May be asked to take up the gifts at the Offertory.
Hand out church bulletins after Mass.
- TRAINING:** Provided by the coordinator as needed.
- SERVICE:** Arrive 15 minutes before Mass to prepare.
Approximately once every six weeks.
Schedules are posted in the gathering space and sent to the
individual.
- COORDINATOR:** Mr. Carlos Contreras (301) 972-7211 mvaccc@msn.com

.....

ALTAR SOCIETY

- ELIGIBILITY:** Members of the parish and their families.
- DUTIES:** Housekeeping duties in the Chapel. i.e., dusting, vacuuming,
cleaning holy water fonts, etc.
Care and cleaning of altar linen used in Mass and other liturgies.
- TRAINING:** Member of Altar Society will train in the regulations and procedures
used to launder sacred linens.
- SERVICE:** Approximately 1 to 1.5 hours every 8 weeks.
Chapel cleaning is usually done after Friday morning Mass.

Schedules is mailed to individuals and posted in the Church
Bulletin and on the website.
- COORDINATOR:** Mrs. Mary Zajdel (301) 972-8773 bigdaddyzz@verizon.net
-

LITURGY PLANNING

- ELIGIBILITY:** Members of the parish high school age and above.
- DUTIES:** Assist the Pastor with the transition and education due to the incorporation of any mandated changes to the Mass. Assist the Pastor with the planning of liturgies including special commemorations such as church anniversary and feast day, children’s liturgies for Christmas, community ecumenical services and other special occasions.
- TRAINING:** Provided by the Pastor.
- SERVICE:** Varied as determined by the Pastor.
- COORDINATOR:**



WEDDING, BAPTISM AND FUNERAL LIAISON

- ELIGIBILITY:** Adult members of the parish.
- DUTIES:** Assist the families of the engaged or deceased with the logistics of the church service and surrounding events. Advise on local resources available for receptions, viewings, etc. Be present on the day of the service, arrange for use of equipment and appropriate worship aids, set up and clean up after service, assist celebrant as needed.
- TRAINING:** Provided by the Pastor, knowledge of liturgical requirements and local resources is helpful.
- SERVICE:** As need arises.
- COORDINATOR:**



WORSHIP AIDS

- ELIGIBILITY:** Members of the parish high school age and above.
- DUTIES:** Help create an environment conducive to meditation and prayer and greater involvement of the church body in the Mass and other celebrations within the worship space, such as banners, statuary, plants, flowers, etc. Recommendations must be approved by Pastor.
- TRAINING:** None required
- SERVICE:** Varied as determined by the Pastor.
- COORDINATOR:**



RELIGIOUS EDUCATION

CHILDREN'S SCHOOL OF RELIGION (CCD)

GENERAL DESCRIPTION:

- Provides education in knowing and living the elements of the Catholic Faith to children of elementary, middle, and high school.
- Prepares second grade children to receive their First Holy Communion.
- Prepares eighth grade children to receive the Sacrament of Confirmation.

School sessions are held every Sunday at 9:15 AM until 10:30 AM in the Poolesville Elementary School from the first Sunday in October through the last Sunday in April with time off for Christmas and Easter holy days. Sessions for grades 9-12 may be held at other times and locations for convenience of instructor and students.

COORDINATOR: Mrs. Maggie Nightingale (301) 972-8896

TEACHERS

ELIGIBILITY: Adult with desire to share knowledge of our Catholic Faith. Must successfully complete a background security check and take VIRTUS Child Protection Training. Teaching experience helpful but not required.

DUTIES: Prepare and administer lessons following guidelines provided in the Teacher's manual. Maintain order in the classroom. Monitor attendance and participation.

TRAINING: Materials and guidance for lesson plans for instructors are provided. Additional training will be provided through Hearts Aflame Program as needed

SERVICE: Each Sunday from early fall to May

CLASSROOM ASSISTANTS

ELIGIBILITY: Adult with desire to share knowledge of our Catholic Faith. Must successfully complete a background security check and take VIRTUS Child Protection Training.

DUTIES: Assist teacher to administer lessons following guidelines provided in Teacher's manual. Maintain order in the classroom. Monitor attendance and participation.

TRAINING: Provided as needed.

SERVICE: Each Sunday from early fall through May from 9:15 to 10:30 AM

SUBSTITUTE TEACHERS

- ELIGIBILITY:** Adult with desire to share knowledge of our Catholic Faith.
Must successfully complete a background security check and take VIRTUS Child Protection Training..
Teaching experience helpful but not required.
Willingness to serve upon request by teacher or School of Religion coordinator as needed.
- DUTIES:** Prepare and administer lessons following guidelines provided in Teacher's manual.
Maintain order in the classroom.
Monitor attendance and participation.
- TRAINING:** Materials and guidance for lesson plans for instructors are provided.
Additional training is provided as needed.
- SERVICE:** As needed to substitute for teachers during the school year.

HALL MONITORS

- ELIGIBILITY:** Adult with desire to help children acquire knowledge of our Catholic Faith.
Must successfully complete a background security check and take VIRTUS Child Protection Training.
- DUTIES:** Maintain order in the halls and in the parking areas.
Ensure safety of children being dropped off or picked up for school session.
Frequency of service depends on total number of volunteers.
- TRAINING:** Provided as needed.
- SERVICE:** Frequency of service depends on number of volunteers.
First Sunday of October through last Sunday of April from 9:00 A.M.– 10:30 AM
-

ADULT BIBLE STUDY GROUP

- ELIGIBILITY:** Member of the parish age 18 and above.
- DUTIES:** Attend meetings to study and discuss Sacred Scripture, both Old Testament and New Testament.
A bible and subscription to the monthly guide are required.
(Information on Bible and subscription obtained through coordinators.)
- TRAINING:** None required.
- SERVICE:** Attend weekly meetings in a private home September through June.
- COORDINATORS:** .



ADULT CONTINUING EDUCATION

- ELIGIBILITY:** Member of the parish age 18 and above.
- DUTIES:** Attend classes to strength and enrich one's knowledge of the Roman Catholic Church, its teachings, traditions, etc.
- TRAINING:** None required.
- SERVICE:** Varied.
- COORDINATORS:** Pastor



RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)

- ELIGIBILITY:** Confirmed adults with desire to share knowledge of our Catholic Faith with interested adults and children to introduce the Catholic faith and way of life and to help prepare them for full initiation during the Easter season.
- DUTIES:**
- TRAINING:** Provided.
- SERVICE:** As needed.
- COORDINATORS:** Contact Rectory Office (301) 349-2045



MARRIED COUPLES FAITH ENRICHMENT GROUP

ELIGIBILITY: Married couples with at least one spouse a Catholic and are members of the parish.

DUTIES: Married couples meet for an evening of faith, fellowship, food, and fun. Fun and fellowship are found through an evening beginning with a potluck dinner and ending with sharing and learning the principles of the Catholic Faith.

TRAINING: None required.

SERVICE: Meet once per month. Except during the summer

COORDINATORS: Matt and Sue Kramek 301-349-4030 mskramek@verizon.net



PARISH LIFE

YOUTH GROUP

- ELIGIBILITY:** Parishioners in Grades 9 through 12.
- DESCRIPTION:** Provides an opportunity for youth of the parish to come together for faith sharing and social activities in a Catholic environment..
- DUTIES:** To be determined
- TRAINING:** Must successfully complete a background security check and take VIRTUS Child Protection Training.
- SERVICE:** To be determined
- COORDINATOR**

CONQUEST

- ELIGIBILITY:** Boys in the parish aged 5 through 16
- DESCRIPTION:** ConQuest is a National network of leadership programs, clubs, and camps for boys and young men 5 - 16 years of age mentored by the Legion of Christ and Regnum Christi. ConQuest trains boys to become self-disciplined and confident young men, Catholic leaders who possess moral integrity and are committed to improving the communities in which they live.
- DUTIES:**
- TRAINING:** More information at <http://www.conquestclubs.com>
- SERVICE:** Meetings Sunday afternoons during school year at church
- COORDINATOR:** Hector Alicea 301-407-2119 hector@aliceahome.com and Pat Trainor 301-349-5159

DECORATING COMMITTEE

- ELIGIBILITY:** Members of the parish
- DUTIES:** Assist in arranging and taking down floral and other decorations for special liturgies and events.
- TRAINING:** None required
- SERVICE:** Major holidays (Easter, Christmas) and at other times if needed. One or two meetings to prepare and about 2 hours for the transporting of materials and decorating of the Church and/or Chapel.
- COORDINATOR:**

HOSPITALITY COMMITTEE

- ELIGIBILITY:** Members of the parish
- DUTIES:** **BAKERS** – Provide baked refreshments on Hospitality Weekend.
SERVERS – Set up refreshments, make coffee, pour juice, clean up after Mass.
- TRAINING:** None required
- SERVICE:** Usually the first weekend of the month from September through April.
Occurs on the weekends of Mother’s Day in May and Father’s Day in June.
- COORDINATOR:** Helen Trainor 301-349-5159 phtrainor@comcast.net

MATTHEW KULDELL SCHOLARSHIP COMMITTEE

- DESCRIPTION:** A scholarship is awarded annually to the applicant (graduating high school senior) who meets the criteria of solving difficulties to complete their education successfully. This scholarship was established by the parents of Matthew Kuldell who died in childhood and who faced many difficulties which he overcame to achieve learning in his young life.
- ELIGIBILITY:** Adult members of the parish who do not have children of high school age.
- DUTIES:** Members receive anonymous copies of each application and essay to review before meeting to discuss and select the applicant who will receive the scholarship.
- Names of applicants on scholarship forms and essays are not identified to the committee in order to preserve anonymity of the applicants and impartiality of the committee members.
- TRAINING:** None required.
- SERVICE:** Appointment by the Pastor to a term of 3 years.
Members meet once a year as needed to review committee bylaws and select committee chairman.
Meet once per year to select winner.
- COORDINATOR:** Committee Chairman Mrs. Cora Coakley 301-972-8865
coakleygandc@aol.com
-

SPECIAL EVENTS - PARISH PICNIC - ANNIVERSARY CELEBRATIONS

- DESCRIPTION:** An annual celebration of parish family life, usually a picnic on the church or rectory grounds.
- ELIGIBILITY:** Members of the parish and their families.
- DUTIES:** As determined by the event.
- TRAINING:** None required.
- SERVICE:** Planning meetings.
As needed on the day of the event.
- COORDINATOR:**

.....

POOLESVILLE DAY

- DESCRIPTION:** Our Parish participates in this annual community event by selling fresh home-baked apple pies and other apple products at the Church booth. This activity is a source of funds for the parish.
- ELIGIBILITY:** Members of the parish
- DUTIES:** **CHAIRPERSON & COMMITTEE MEMBERS**
Arrange for application of participation.
Apply for appropriate permits from Health Department.
Coordinate workers, bakers, and set up / take down teams.
Purchase, pick up, and distribute apples and containers.
- VOLUNTEER WORKERS**
Assist chairperson in the above duties.
Work shifts as set up, take down, and sellers at the booth.
Maintain order and cleanliness during the sale.
- BAKERS**
Prepare and deliver fresh home-baked apple products as instructed by the Committee
- TRAINING:** None required.
- SERVICE:** Once a year, usually the second or third Saturday in September.
- COORDINATOR:**



STEWARDSHIP COMMITTEE

PARISH COUNCIL

- ELIGIBILITY:** Registered Catholic Parish member over 18 years of age.
- DUTIES:** To foster participation and commitment in all aspects of Christian life on the part of parishioners and to be an advisory body to the Pastor. To ensure the parish is true to its Mission and relevant in the lives of its parishioners.
- TRAINING:** None required.
- SERVICE:** Meetings – 3rd Tuesday of the month at 7 PM ten times a year. Election to term of 3 years by vote of registered parishioners with additional members being appointed by the Pastor to ensure all demographics are represented. May serve two consecutive terms.
- CHAIRPERSON:** 2011 Interim Chair, Tookie Gentilcore 301-972-8814
tookie.gentilcore@verizon.net

CARDINAL'S APPEAL

- DESCRIPTION:** Our parish participates in the Archdiocesan Cardinal's Appeal for parishioners to share their treasure in a spirit of stewardship.
- ELIGIBILITY:** All parishioners
- DUTIES:** Cooperate with Archdiocesan Office in the preparation, presentation, distribution and return of stewardship forms.
- TRAINING:** Attend one training meeting.
- SERVICE:** Attend meetings of Parish Stewardship Committee 3-4 times a year.
Be a personal witness to the importance of stewardship.
- COORDINATOR:**

FINANCE COUNCIL

- DESCRIPTION:** A group of advisors appointed by the Pastor to shepherd the assets of the parish and to plan for its financial needs. If interested contact the Pastor.
- ELIGIBILITY:** All parishioners over the age of 18.
- SERVICE:** Timeline to be determined
- COORDINATOR:** Chair, Eddie Kuhlman 301-972-7625 kuhlman@mris.com
-

PARISH CENSUS

- DESCRIPTION:** An internal and external survey with the intention of identifying the Catholic households within the parish boundaries to determine if the parish is fulfilling its mission in the lives of area Catholics.
- ELIGIBILITY:** All parishioners over the age of 18.
- DUTIES:** Creation and the preparation census form, distribution, return, and analysis of completed forms.
- TRAINING:** Provided.
- SERVICE:** Timeline to be determined
- COORDINATOR:**

.....

COMMITMENT SUNDAY COMMITTEE

- DESCRIPTION:** An internal informational drive with the intention of receiving pledges from all members of the parish for volunteer service, prayer and financial support in order to insure the parish achieves its mission.
- ELIGIBILITY:** All parishioners over the age of 18.
- DUTIES:** Creation and the preparation materials, analyzing the data received and following up with registrants to insure they are engaged in the service they signed up for.
- TRAINING:** Provided.
- SERVICE:** Timeline to be determined
- COORDINATOR:**

.....

FACILITIES COMMITTEE

- DESCRIPTION:** A committee of skilled parishioners with a background knowledge of the needs of a facility and a willingness to assess, maintain and improve the capital assets of the parish.
- ELIGIBILITY:** All parishioners over the age of 18 with expertise.
- DUTIES:** Review of all buildings
- TRAINING:** Background knowledge.
- SERVICE:** As needed.
- COORDINATOR:** Craig Cummins 301-648-5508 cummins@avonel.com
-

FUNDRAISING COMMITTEE (Christmas Tree/ Poinsettia Sales)

DESCRIPTION: Sale of Christmas Trees and Poinsettia plants, ordering trees and plants, creation and tallying of order forms, set up, staffing and take down.

ELIGIBILITY: All parishioners.

DUTIES: Assist with the planning and implementation of fundraising activities.

TRAINING: As needed.

SERVICE: As needed.

COORDINATOR: Hector and Anne Alicea 301-407-2119 annie@aliceahome.com



CHRISTIAN ACTION

WOMEN'S SODALITY

- ELIGIBILITY:** Women of the Parish of high school age and above.
- DUTIES:** Parish women's group in formation to enrich the spiritual life of its members through prayer and initiating, coordinating, or participating in acts of charity for the needy and in celebrations of Parish life.
- TRAINING:** None required.
- SERVICE:** This is a voluntary commitment to service as time permits.
Meetings – to be determined
Occasional additional planning session for specific activities.
- PREFECT:**

KNIGHTS OF COLUMBUS OUR LADY OF FATIMA COUNCIL 6901

- ELIGIBILITY:** New members must be a Practical Catholic man 18 years of age or older.
- DUTIES:** The Council supports a Seminarian, and sponsors a Basketball Free-Throw Contest, plus a summer picnic and Halloween Dance for Special Olympics Athletes. The Council joins with the other councils in Montgomery County in the annual Tootsie Roll Drive to benefit the mentally and physically disabled.
The council provides food baskets to needy families each Thanksgiving, Christmas, and Easter. Our Family/Community Dinners are well known and the Annual Breakfast with Santa is always a big hit. The council continues to be active in Pro-Life. New members are encouraged to be active and to generate new program ideas in areas that they find interesting.
- TRAINING:** None required.
- SERVICE:** This is a voluntary commitment to service as time permits.
Meetings are held the 2nd Monday of the month at St. Mary's Pavilion and the 4th Monday of the month at Our Lady of the Presentation.
Occasional additional planning session for specific activities.
- LIAISON:** Mr. Carlos Contreras (301) 972-7211 mvaccc@msn.com
<http://mysite.verizon.net/vzepfohu/index.html>

WUMCO LIAISON

- DESCRIPTION:** Volunteers to represent the parish and to plan, coordinate, and work with WUMCO leadership in providing the needy in the community with food, financial support, etc.
- ELIGIBILITY:** Members of the parish age 18 and above.
- TRAINING:** As needed by the activity/event.
- SERVICE:** As needed
- COORDINATOR:**

.....

COMMUNITY THRIFT SHOP

- DESCRIPTION:** Volunteers to represent the parish and to plan, coordinate, and work with Thrift Shop leadership in providing clothing and household goods for the needy in the community.
- ELIGIBILITY:** Members of the parish.
- TRAINING:** As needed by the activity/event.
- SERVICE:** As needed.
- COORDINATOR:**

.....

GIVING TREE

- DESCRIPTION:** Volunteers to coordinate implement and provide holiday gifts for the needy in the community. This event could be handled through other committees/organization in the Parish.
- ELIGIBILITY:** Members of the parish.
- TRAINING:** Past event records in rectory files.
- SERVICE:** During Advent.
- COORDINATOR:**
-

MEALS FOR PARISHIONERS

- DESCRIPTION:** Volunteers to coordinate and provide meals for families in the parish who are burdened by health or disasters such as fires or natural disasters. This committee also provides funeral luncheons when requested. This service program could be handled through other committees/organization in the Parish.
- ELIGIBILITY:** Members of the parish.
- TRAINING:** None.
- SERVICE:** Year round.
- COORDINATOR:** Mrs. Michele Brashear 301-349-2335 mbrashear@hotmail.com
-

HOLIDAY BASKETS FOR THE NEEDY

- DESCRIPTION:** Volunteers to coordinate and provide food and gift baskets for families for Thanksgiving.
- ELIGIBILITY:** Members of the parish.
- TRAINING:** None.
- SERVICE:** Fall holiday season.
- COORDINATOR:** Mrs. Anne Alicia 301-407-2119 annie@aliceahome.com
-

SOCIAL CONCERNS

PRO-LIFE MOVEMENT

- DESCRIPTION:** Coordinate with the Archdiocese of Washington, and/or neighboring parishes to provide a strong presence during the annual Pro-Life March on Washington and/or Annapolis or other pro-life events.
- ELIGIBILITY:** Members of the parish.
- TRAINING:** None.
- SERVICE:** As needed.
- COORDINATOR:**
-

ARCHDIOCESEAN LEGISLATIVE NETWORK LIAISON

- DESCRIPTION:** Coordinate with the Archdiocese of Washington's Legislative Network to funnel information on legislative priorities to parishioners and provide appropriate avenues to address the issues.
- ELIGIBILITY:** Members of the parish.
- TRAINING:** None.
- SERVICE:** As needed.
- COORDINATOR:**
-

SHADY GROVE PREGNANCY CENTER LIAISON

- DESCRIPTION:** Coordinate with the Shady Grove Pregnancy Center and to assist in fulfilling their mission through events, donations of goods, and volunteer time
- ELIGIBILITY:** Members of the parish.
- TRAINING:** None.
- SERVICE:** As needed.
- COORDINATOR:**
-