

Description of Duties

The goal of the Vocations Ministry is to create a vocations-friendly environment that engages our parish and archdiocesan community and inspires families to encourage, support and call forth vocations.

Our Vocations Ministry will be organized as follows: (some of these responsibilities may be carried out by the same person)

* Name- Ministry Head – will guide the Ministry & provide approval as necessary, will meet with Ministry Director monthly to plan meetings & will be liaison for clergy
* Name -Ministry Director – will lead the Ministry in day-to-day functions, meet with Ministry Head to plan monthly meetings, plan meetings & record & coordinate with Ministry Head regarding budget & reimbursements
* Name -Records Manager – will keep minutes from meetings
* Name -Website Coordinator- will be responsible for keeping the website up to date
* Name -Youth Minister – will report on activities within youth ministry that promote, support & educate about religious vocations
* Name -Public Relations – will be responsible for prayer cards, posters, and banners.
* Name -Support- will be responsible for greeting cards, correspondence & care packages
* Rhonda Gruenewald -Bulletin Coordinator- will be responsible for placing bulletin blurbs and advertising for events
* Name -Spanish-Speaking representative- will communicate the needs of the Spanish-speaking community.
* Name -Prayer & Adoration Coordinator– will be responsible for coordinating adoration for vocations & prayer services.
* Name - School Liaison- will help coordinate with the school activities to promote vocations
* Name -Serran Liaison – will report & promote activities of Serra Club
* Name -Knights of Columbus Liaison- will report on activities within Knights of Columbus that promote, support & educate about religious vocations
* Name - Ordination Coordinator – will make reservations for parish bus & coordinate reception
* Name - Special Events Coordinator- will be responsible for organizing parish events supporting vocations, including receptions for our priests.
* Name **-**Traveling Chalice Coordinator**-** will coordinate the chalice between families within Masses.
* Name -Seminarian Liaisons – in charge of Spiritual Adoption Program. They will update Vocations Ministry on progress of parish seminarians, as well as activities at St. Mary’s Seminary.
* Name - Oktoberfest Coordinator- in charge of our booth at this yearly parish event.
* Name - Let the Children Come to Me Coordinators- in charge of the adoration for young children.
* Name -Discernment Coordinator–will coordinate for Archdiocesan and Parish retreats, dinners, & meetings
* Name -Youth Representatives – will present ideas & provide communication directly to the youth of the parish.
* Name -Faith Formation - will coordinate & facilitate promotion of vocations through various faith formation programs (adult, family & children)
* Name -Ministries Liaison – will communicate with all other ministries in the parish regarding vocations promotion, support, & education
* Name -Diaconate Liaison – will lead Vocations Ministry meetings in prayer & reflection, as well as updates on diaconate candidate progress