

# Ministry in Action Guide



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**Saint Joseph Parish / Old Mission San Jose invites you to join us in our Mission:  
Through prayer and service, the Saint Joseph family strives to bring the community together  
to love, heal, and support one another as the people we are called to be in Christ.**

## **Pastor's Letter**

*It is a great joy to provide you with this Ministry in Action Guide.*

*As can be seen from the listings in this booklet, St. Joseph Parish/Old Mission San Jose is a very active parish. There are so many people, of every age, joyfully sharing their God-given gifts with one another. This is what it is to be a stewardship parish.*

*There are times when each of us turns to our parish for assistance and/or direction from various ministries. It is my hope that this Guide will enable you to see the many opportunities that exist for you to join and where you can turn for help if and when it is needed.*

*We know that there are many more gifted people here at St. Joseph Parish/Old Mission San Jose who want to be involved. Some may wonder, "Where do I fit in?" or "What do I do to become involved?" This Guide is meant to help you discern how you might best serve the parish community through the sharing of your gifts.*

*Please know that you are welcomed and encouraged to step forward and participate. When we are involved we experience more fully what it means to be the community we called to be in Christ.*

*After prayerfully reflecting upon this Guide, please take the next step. Discern how you are being called to serve our parish community and sign up today. God is never outdone in generosity.*

**Rev. Anthony Huong Le**  
**Pastor**

## Stewardship – A Way of Life

*Our Ministries are all about Stewardship. Every ministry is composed of people giving their Time, Talent, and Treasure. Stewardship can gradually become a way of life beneficial for all. In this Ministry in Action Guide, we hope you will find a ministry that appeals to you, a ministry in which you will share your gifts and become a steward of the St. Joseph Parish community.*

***For more information about each ministry and to volunteer, please contact the Parish Office at 510-656-2364.***

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## **I. LITURGICAL MINISTRIES**

### **Altar Server Ministry**

The altar server assists the priest in service of the congregation at the celebration of Mass, always maintaining an attitude of honor and respect to God, participating fully in the liturgy. This ministry includes any child nine years or older who would like to fulfill this ministry. Adults help with scheduling and training.

### **Art and Environment Ministry**

This committee prepares and enhances our worship environment for liturgical celebrations. The altar and sanctuary are decorated thematically through the efforts of talented and creative volunteers. The goal of this ministry is to transform the worship space into a place of inspiration. If you have a special skill in floral arrangements and have a green thumb, you are being called to be a part of the Art and Environment Ministry. Setups are usually scheduled for on Monday 10:00 AM – 12:00 PM or on Thursday 4:00 PM – 6:00 PM.

### **Eucharistic Ministry**

Becoming an Extraordinary Minister of Holy Communion (EM) is an honor and a privilege to facilitate the encounter between Jesus Christ and his people. Eucharistic ministers typically serve twice per month at a Mass they select, assisting in the distribution of the Body and Blood of Christ. Serving as an EM requires having received the Sacrament of Confirmation. EMs are trained on the procedures lay ministers follow during the Celebration of the Eucharist. Participating in this ministry is a very rewarding and fulfilling experience.

### **Hospitality Ministry**

Hospitality ministry members host periodic fellowship gatherings after Mass and assist with other functions in the parish as needed. Time commitments can be as little as an hour or two each month.

### **Lector Ministry**

The Lector Ministry faithfully and reverently proclaims the 1st and 2nd Readings of the Word of God, through preparation, practice, articulation, and presentation. Lector training includes feedback, liturgical instruction, self-evaluation, and prayer. Lectors generally serve once or twice a month.

### **Liturgy Committee**

The Liturgy Committee plans, implements, and evaluates the liturgies (Masses, prayer services) of the seasons of the Church, especially in Advent, Christmas, Lent, Holy Week, and Easter. It also reviews the liturgical procedures in accordance with the General Instructions of the Roman Missal (GIRM) and pastoral considerations. Membership consists of the coordinators of our Altar Servers, Environment & Art (Church and Mission), Ministers of Communion, Ushers, Lectors, and Music Ministry and our clergy, and meetings are facilitated by our liturgy coordinators. Committee meeting take about 2-3 hours per month.

## **Music / Choir Ministry**

There are many ways to participate!

### CHOIR SINGERS

Choir singers form the core of our Music Ministry Program. They are number one in the Parish in commitment and consistency of service. Anyone interested in participating in Music Ministry by singing in a choir should contact our Music Director, Ron McKean, and set up a time to meet and discuss involvement in this spirited and vital ministry. It is our vision that your involvement is well suited to your own individual gifts.

- Parish Children's Choir (PCC): Rehearses Friday 4:00 pm. – 5:00 pm. Open to K-5th Grade Boys and Girls.
- Schola Cantorum: Rehearses Friday 5:30 – 6:30 pm. Open to 6th-12th grades.
- Adult Choir: Rehearses Wednesdays at 7:00 pm in the Church.
- Filipino Choir: Rehearses Fridays at 7:30 for San Lorenzo Ruiz de Manila, Simbang Gabi, Santo Nino, Flores De Mayo, Santacruzán, and other Filipino celebrations.
- Mandarin Choir: Rehearses Sundays at 3:00 pm and sings every Sunday for our 4:00 pm Mandarin Mass

Filipino, Spanish, Vietnamese & Asian Indian singers are always needed. If you are interested in joining as a singer, instrumentalist, or to help with planning or support of future events, please contact the Music Office.

### CANTORS

Those who lead the assembly in song (our Cantors) are called forth from our many different choirs. We anticipate that these individuals have already shown a spirit of service through their active involvement in Parish liturgy. Additionally, workshops and ongoing formation are an integral part of the continued development that is expected of those who serve the parish community as Cantor.

### ACCOMPANISTS

Professional and Volunteer accompanists participate in accompanying all Parish liturgies: Weddings, Funerals, Memorials, Evening Prayer, Baptisms, Anointing, Reconciliation, Cultural Celebrations, Sunday Mass, and all other times when the Parish community gathers and prays together in song.

### INSTRUMENTALISTS

All instrumentalists are welcome to share their gift of music. If you play a brass, wind, string, percussion, or electronic instrument, please consider these opportunities:

- Children who play instruments are encouraged to accompany the children's Choir and participate in the scheduled liturgies.
- Junior and Senior High School Students are encouraged to join the Youth Band which supports the Youth Choir at the Sunday night (6:30 pm) Youth Mass. Youth Band practices are Thursdays 6:00-7:30 pm.
- Adult instrumentalists are encouraged to participate in either the Saturday (5:30 pm) Vigil ensemble or the Sunday Morning Masses

### ADMINISTRATIVE SUPPORT

Music planners, Music Librarians, Database Managers, Computer or Network Technicians, Web Designers, Project Managers are all needed to present a quality Music Ministry. If you have skills in any of

these areas, we would love to meet you. Not interested in singing or playing? No Problem - we're looking forward to hearing from you.

### DESKTOP PUBLISHERS

When our assembly gathers we anticipate that singing and spoken responses will be robust, and enthusiastic. Our printed worship aid facilitates this kind of participation. If you are familiar with desktop publishing software and you have skills as a Desktop Publisher. You are most likely perfect for our Desktop Publishing team.

### **Sanctuary and Sacristy Team**

This team maintains communion vessels, candles, linens, etc., in readiness for Sunday liturgies. It is generally a two-hour-a-month commitment.

### **Usher Ministry**

Ushers are our "Ministers of Hospitality." They cordially welcome people to events and services, answer questions, and assist the elderly and the physically challenged. They maintain seating and direction before and during Masses, take up the collection at the Preparation of the Gifts, select the people who present the gifts, and distribute bulletins and other information after Mass at each of the exits. New Ushers are always needed and welcome.

## **II. FAITH FORMATION MINISTRIES**

St. Joseph Parish provides many ways to participate in sharing the gifts of faith and the sacraments! These ministries enrich and deepen the faith of participants and catechists, and helps bond together, strengthen our faith, and connect us with our life experiences. Volunteers help prepare materials, assist with meetings, and serve as catechists or mentors:

### **Family of Faith Ministry**

The Family of Faith Ministry is a weekly program of faith formation and Sacrament preparation taught by parents to their children at home with monthly support classes at the Church for parents and children/youth. The entire family worships together at the 12 noon Sunday Mass. Parents also attend a session with clergy on the first Sunday of each month to go over the month's materials, so they are ready to teach their children at home.. Children have a session with their catechists in their classroom on the first Sunday of each month at the same time as the parent session. Sacramental preparation students have one additional Sunday meeting for parents and students per month.

### **Infant Baptism Ministry**

Our Baptism Team assists parents prepare for the baptism of their infant children.

### **Rite of Christian Initiation for Adults**

Our Rite of Christian Initiation for Adults (RCIA) team assists the Faith Formation Office to mentor and prepare adults to receive the Sacraments of Baptism, Reconciliation, Eucharist, and Confirmation.

## **Youth Ministry and Confirmation**

Our youth ministry helps prepare 7<sup>th</sup> and 8<sup>th</sup> grade students for Confirmation and provides opportunities for fellowship. The youth group attends the 7 pm Sunday evening Mass in the Mission church.

## **Adaptive Faith Formation for Children with Special Needs**

This ministry is for children who are faced with challenges or special needs. The goal of this program is to help form them in faith and in their relationship with their BEST FRIEND, JESUS CHRIST. We endeavor to create a classroom environment where children can experience a sense of belonging, warmth, and a loving community and prepare them for the reception of the Sacraments according to their readiness.

## **Marriage Preparation**

Our marriage preparation program is called Witness to Love. This program is offered to all engaged couples, as well as civilly married couples, seeking the Sacrament of marriage in our parish. Mentor couples are given the tools they need to prepare engaged couples for a marriage that will last by offering engaged couples a way to witness healthy, marital family love and family life from a mentor couple, while integrating them into our parish through a formation plan.

## **Scripture Study**

Our Bible study group meets Tuesday mornings from 9:30 – 11 am by Zoom and is facilitated by Sister Marcia. Participants are provided the readings and commentary background for upcoming Sundays by email before each session. The session includes prayer, reading the Sunday Scriptures and studying the historical/cultural background. Included with the email are some suggested reflective questions.

Lectio Divina, facilitated by Sister Marcia, is offered on Thursday mornings from 9:30 – 11 am by Zoom. Lectio Divina, a Latin term, means “divine reading” and describes a way of reading the Scriptures whereby we gradually let go of our own agenda and open ourselves to what God wants to say to us. Lectio Divina uses the upcoming Sunday Scriptures. Participants are provided the readings sent by email before each session. The session includes prayer, two/three reflective readings of the Sunday Gospel with a reflective pause between each reading.

## **III. PASTORAL CARE MINISTRIES**

### **Ministry of Compassion**

Volunteers help with a variety of tasks. For example, to stay for an hour or two with the ill individual while care givers attend to personal matters, may stay the night to allow the caregiver undisturbed sleep, may shop for groceries for the family, fix a meal or perform other tasks needed to take part of the burden from the caregiver. Medical background is not necessary, only a loving and empathetic heart and hands willing to assist our brothers and sisters at a difficult time.

### **Holy Communion to the Sick and Homebound**

Volunteers also bring Holy Communion to the sick. If you are interested in helping, we will provide

training on a one to one basis as needed.

### **Funeral Hospitality**

This team provides hospitality following a funeral or memorial service at the parish. There is no formal meeting of the funeral hospitality group but rather a sign up with indication of a willingness to provide refreshments or to serve the day of the funeral. Participants are assigned to a team so that requests for refreshments and/or service will, hopefully, not become a burden.

### **Grief Support Group**

Are you in pain over the death of a loved one, a broken relationship or marriage, loss of health, work, home, or pet? You are not alone. We all grieve differently, but pain is universal. At our support group, you will meet others who are also mourning a loss and be able to listen or express your feelings in a safe, confidential, and non-threatening environment. Through prayer and sharing, burdens may be lightened, and hearts start to heal. The meetings of our Bereavement Support Group will be held on the third Sundays of each month at Our Lady of Guadalupe Parish Office, 4358 Bora Bora Ave, Fremont, CA 94538. All are welcome to join us.

### **Neighborhood Outreach Ministry**

Our Neighborhood Outreach Ministry tries to contact every parishioner. Our volunteers are divided into local neighborhood teams. Our purpose is to help parishioners get to know each and bring neighbors together to support the Parish. We also regularly connect with seniors who are unable to attend Mass.

### **Prayer Shawl Ministry**

Members knit and crochet shawls and blankets made of prayer and yarn and gives them to honor, remember, or support people. A supply of prayer shawls and blankets are available to use in a special way to show we care. This group welcomes anyone who can knit or crochet.

### **Employment Assistance Ministry**

This ministry is a place to come for hope, encouragement, support and practical tips and tools needed in a job search. We provide a supportive and nurturing environment for those who are seeking gainful employment. Our ministry is for the unemployed, the underemployed and for those seeking a new or better job/career opportunity. Volunteers assist with job skills training and workshops, guidance with resume writing, and connections to job opportunities.

### **Vocation Prayer Ministry**

The goal of this ministry is to affirm and foster vocations to the priesthood, diaconate, sisterhood, and brotherhood. This is a prayer-based program in which members petition God to provide more vocations and pray for candidates currently enrolled in consecrated life.

## **Welcoming Committee**

This group welcomes our newest parishioners to our community. Because our Parish is large and diverse, it can be difficult for newcomers to be welcomed properly and guided to meet other parishioners with common interests. This group informs new parishioners of the many ministries available to them to become engaged in Church. This committee needs people who enjoy meeting others.

## **IV. OUTREACH MINISTRIES**

### **HIV /AIDS Support Team**

This ministry works to provide understanding and support for persons living with HIV / AIDS. We provide our volunteers with training on how to provide emotional, physical, and spiritual support.

### **Homeless Outreach Ministry**

Our Homeless Outreach ministry has been preaching the Gospel to Fremont's homeless for more than two decades. We serve deliver 80 grocery bags filled with shelf-stable and prepackaged food three days a week to homeless persons living mostly in the Irvington District of Fremont. Volunteers from our Parish shop, pack, and help deliver the grocery bags every week. Many parishioners including the Indian Community of St Joseph donate funds to supplement the cost of this ministry.

### **Pax Christi**

St Joseph Parish is a member of the Bay Area Pax Christi and Pax Christi USA, the Catholic peace movement. Its members strive to create a world that reflects the peace of Christ, by exploring, articulating, and witnessing to the call of Christian non-violence. Recognizing that this work begins with the personal life of each one of us, we at St. Joseph meet to study and reflect on the teachings of Jesus and to act on them when we are called to do so. We welcome new members!

### **Respect Life Ministry**

Our Respect Life Ministry seeks to help others understand, value, and live out the Catholic vision of respect for life. We work to promote participation in respect life activities within the Parish and our East Bay community.

### **Refugee Resettlement Ministry**

In collaboration with Catholic Charities of the East Bay and nearby parishes, our refugee assistance ministry helps refugees become self-sufficient. This includes English classes, navigation of the school system and other public institutions, finding housing and employment, accessing health care, and generally assisting them to integrate into American society. Each member of our team is assigned to help a family after they arrive.



## **Returning Catholics**

This ministry welcomes back those who have been away from our faith for a while or have been feeling disconnected. Volunteers assist the Faith Formation Office with supporting returning Catholics.

## **Sister John Marie's Pantry**

Sister John Marie's Pantry assists parishioners and other persons in the Tri-City area. The Pantry helps nourish and sustain them physically, spiritually, emotionally, and materially, and works to help them help themselves. You may assist in the work of the Pantry by making regular monetary contributions yourself, and getting other people interested in the work of the Pantry, encouraging them to make contributions.

## **St. Vincent de Paul Society**

Our St. Vincent de Paul ministry provides opportunities for spiritual growth and fellowship to its members and serves people in need. With support from parishioners and other parish service groups we provide non-perishable food from our pantry at the church, mobile care packages delivered by volunteers, weekly meals offered to homeless people at designated locations in Fremont, Easter baskets for children of the needy families, school supplies for the children of poor families, Thanksgiving food distribution to make it a little bit better for people, Christmas toys and food distribution to the children and families of those people-in-need to put a smile on children's faces, and special projects.

## **V. SOCIAL AND SERVICE MINISTRIES**

### **Catholic Youth Organization (CYO)**

CYO provides our local youth with the opportunity to develop their bodies, minds and spirits through the participation in sports. We teach our youth to learn and practice Christian attitudes, to respect the game, themselves, their opponents, their coaches, and the officials. Through sports competition, we seek to teach them to be responsible, and offer them the chance to meet and become friends with other participants throughout the Diocese. Our program is open to boys and girls in grades 2-8.

### **Chinese Catholic Community of St. Joseph**

Our Mandarin speaking group hosts the Sunday 5 pm Chinese/English bilingual Mass. We offer Bible study groups and Legion of Mary teams that go out to visit new members, the sick and the spiritually needy, a charismatic prayer group, and help at funeral services.

### **Facilities Team**

The Parish Facilities Team is always looking for parishioners interested in joining the Facilities Team and parishioners who may be able to help from time to time on a specific need or project. If you are a general contractor, architect, engineer, project manager, or landscaper, or have experience in plumbing, electrical work, carpentry, painting, masonry, and other building trades we can use your help. The Facilities Team meets one evening a month. You can also add your name to our resources list.

## **Filipino Community of St. Joseph**

Our community enriches the Parish through liturgical and social activities that celebrate the Filipino culture. We annually celebrate *Santo Nino, Flores de Mayo / Santacruzán, San Lorenzo Ruiz and Simbang Gabi*. We have an outreach program to support the needs of our Parish and residents in the Philippines.

## **Finance Committee**

The Finance Committee is part of the Parish's Stewardship Council. The Committee provides oversight on matters of financial accountability of Parish funds. They advise on the allocation of financial resources to achieve the Parish mission and on financial reporting. Do you have skills as a CPA, business planner, administrator, investment manager, business owner or manager, auditor or are just good with numbers? The Finance Committee may be a great fit for you.

## **Indian Community of St. Joseph**

Our mission is to be an integral part of this historic, culturally rich, and diverse Parish. We host the Sunday Mass for the feast of Our Lady of Good Health, followed by refreshments in the church hall for everyone to interact and know each other, and other social and service activities.

## **Men's Club**

The Men's Club provides opportunities for parish men to share fellowship, engage in spiritual activities, and provide service to the parish and our community. Fellowship activities include an annual BBQ dinner fundraiser, pancake breakfasts for the Church community, ski trips, ball games, camping trips, and an annual Christmas party. We host an annual Men's Retreat and organize an annual member Mass and breakfast.

## **Mission San Jose Docents and Volunteers**

Over 50,000 visitors come annually to our Mission to learn of its history and over 10,000 fourth grade students studying California history tour the facility guided by a tour guide (docent). Volunteers assist the Parish as docents, gardening, office work, gift shop staffing, and small repair projects.

## **Vietnamese Community of St. Joseph**

The Vietnamese Community offers liturgical and social activities that celebrate the Vietnamese culture. All members are encouraged to pray the Rosary. We celebrate Mass in Vietnamese at 3 pm on Sundays.

## **Women of St. Joseph**

This group of parish women provides social gatherings and at the same time promotes Catholic life and teachings. We visit homebound members, assist with Parish fund raising, provide baby items for St. Rose Hospital and Pregnancy Choices, enjoy an annual Christmas Tea, summer ice cream socials after Sunday Masses. Our members become acquainted with the community, form enduring friendships, learn about local businesses, promote charitable outreach, and sponsor humanitarian projects with the community.