

*Holy Family Church - Seal Beach*

# *Ministry Handbook*



*Live your faith!*



# **Table of Contents**

## **Church Ministries**

<b>Altar Care .....</b>	<b>3</b>
<b>Altar Servers .....</b>	<b>4</b>
<b>Bible Study Group.....</b>	<b>5</b>
<b>Christian Service.....</b>	<b>6</b>
<b>Eucharistic Ministers (Church).....</b>	<b>7</b>
<b>Eucharistic Ministers (Sick and Homebound)...</b>	<b>8</b>
<b>Eucharistic Ministers (Rehabilitation center)....</b>	<b>9</b>
<b>Interfaith Council.....</b>	<b>10</b>
<b>Lectors.....</b>	<b>11</b>
<b>Liturgical Environment .....</b>	<b>12</b>
<b>Music.....</b>	<b>13</b>
<b>Pro-Life .....</b>	<b>14</b>
<b>St. Therese Organization.....</b>	<b>15</b>
<b>Ushers.....</b>	<b>16</b>
<b>Women and Men of Grace-Prayer Group.....</b>	<b>17</b>

# *Holy Family Church - Seal Beach*

## **Altar Care Ministry**

With deep love and reverence for the Holy Eucharist, the Altar Linen Care Ministry cares for the sacred linens on a rotating schedule. Training is provided on how to care for these special linens that contain the Body and Blood of our Lord Jesus Christ. This ministry is made up of teams of ladies who, behind the scenes in their own homes, reverently launder and care for the purificators and corporals used on the altar at Mass.

Members insure that the altar cloths, priest's albs and the small cloths used during the Mass are clean and ironed. They clean the altars, sanctuary and small tables, including dusting and mending the cloths when necessary. Thus the Altar Care Ministry contributes to the cleanliness and dignity of our Parish worship.

The service provided by the Altar Care Ministry is not very difficult and only requires a small amount of time. The skills required are simple: knowledge to iron dust, tidy-up and perhaps mend with a needle and thread. These are talents that many of us have and all YOU need is a willingness to share them with your Church!

Please call the Parish office at (562)430-8170  
if you are interested to participate

# *Holy Family Church - Seal Beach*

## **Altar Servers Ministry**

Altar servers exercise an important role: helping the Priest to lead God's people in prayer. The care and attention that Altar servers give to their ministry allows the prayer of the Church to take place with reverence and beauty.

Please call the Parish office at (562)430-8170  
if you are interested to participate

Page 4

# *Holy Family Church - Seal Beach*

## **Bible Study Group**

The Holy Family Parish Bible Study Group meets every Tuesday at 10:00 a.m. in the Parish Rectory. The Ignatian Catholic Study Bible New Testament is used with introduction, commentary and notes by Scott Hahn and Curtis Mitch.

**Notes**



Please call the Parish office at (562)430-8170  
if you are interested to participate

## ***Holy Family Church - Seal Beach***

### **Women and Men of Grace**

#### **Parish Prayer Group**

It is a parish prayer group that seeks renewal in the awareness and experience of the activity of the Holy Spirit. Through this renewal, we expect.

- Experience of union with God
- Inner transformation through grace
- Ministry empowered by the gifts of the Holy Spirit for service and evangelization
- Building a small faith community that witnesses to a renewed catholic life.
- New outreaches under direction of the Holy Spirit.

Every parishioner is most welcome. Come and see!

Please call the Parish office at (562)430-8170  
if you are interested to participate

Page 17

## ***Holy Family Church - Seal Beach***

### **Christian Service Ministry**

Christian Service is an outreach program in our Parish. A group of volunteers have taken time to perform various services for the catholic parishioners of this community which are:

- To welcome new catholic residents
- To inform the new residents of the church's different active programs
- To inquire should the members in shut-ins in case of sickness to notify the priest
- To visit the sick
- To support all existing parishioners with spiritual needs, such as, receiving the Eucharist, Anointing of the Sick or / and a visit with Fr. Juan, our Pastor.
- To call parishioners periodically, keeping in touch, making sure all is well.

Please call the Parish office at (562)430-8170  
if you are interested to participate

Page 6

## ***Holy Family Church - Seal Beach***

### **Extraordinary Minister of Holy Communion (Eucharistic Minister of the Church)**

Eucharistic Ministers prayerfully serve the people by distributing the Body and Blood of Christ during Eucharistic celebrations:

***“It is a gift to be a Eucharistic Minister – to share the Body and Blood of Christ with another.”***

In order for a person to be appointed as an Extraordinary Minister of Holy Communion , the following conditions must be met:

\*\*Be a Catholic living in harmony with the teachings of the church and be able to receive the Eucharist.

\*\*Be chosen and appointed by the Pastor for the Parish entrusted to him.

## ***Holy Family Church - Seal Beach***

### **Ushers**

Holy Family Church Ushers for Sundays, Saturdays and Holy Days provide greetings, collections, communion and host support for masses within a team of five men and/or women. Single, husband & wife, walk ins are all feasible for this holy service.

#### **Qualifications**

- Selection of regular Ushering for mass services
- Orientation provided for interested applicants’
- Church attire strongly suggested
- Applications with phone number(s), schedule available, name and maybe emails.
- Reliability and Dependability and Friendliness and Attentiveness expected.
- Regular attendance either “regular or flexible” usually at 5:00 pm Sat, 8:00 am 10:00 am or 12:00 am Sunday
- Receive Gift Bearers at each Mass as required.

Please call the Parish office at (562)430-8170  
if you are interested to participate

Page 7

Please call the Parish office at (562)430-8170  
if you are interested to participate

Page 16



## ***Holy Family Church - Seal Beach***

### **St. Therese Organization**

The primary purpose of the St. Therese Organization of Holy Family Church is to contribute to the support of Holy Family Parish; to strengthen our faith; to promote community building and to help in time of need.

## ***Holy Family Church - Seal Beach***

### **Extraordinary Minister of Holy Communion**

#### **(Eucharistic Minister to the Sick**

#### **and Homebound)**

Each Sunday volunteers serving as Extraordinary Ministers of Holy Communion to those who live in our community and are unable to attend Mass because they are sick and homebound.

Their visit is a spiritual embrace to those needing God's love of compassion, comfort and consolation. Just "His" presence through the minister can make a big difference in their healing process, both physically and spiritually. There are currently 18 Eucharistic Ministers to the Sick and homebound serving approximately 45 communicants, but we need more.

If you are considering to serve the Church through this ministry; or you already an Eucharistic Minister in the Church; there are some requirements or guidelines to complete. Training will be provided. We will be happy to help you follow all of them.

Please call the Parish office at (562)430-8170  
if you are interested to participate

Page 15

Please call the Parish office at (562)430-8170  
if you are interested to participate

Page 8

## ***Holy Family Church - Seal Beach***

### **Extraordinary Minister of Holy Communion at Seal Beach Rehabilitation Center**

There are several people in our parish that want to attend mass; but, for reasons of health and frailty cannot physically be here with us. Holy Family established this ministry to address this issue and provide the comfort, care, and participation these good Catholics need. It is an opportunity that works in both directions. The homebound parishioners receive Holy Communion and those of us that participate receive the ineffable gift that simply doing God's work provides.

Each minister is assigned 8-10 patients. We are often the only visitors these gentle patients have and the anticipation and pleasure they take in our ministry is the gift we receive for a simple act of mercy.

Wednesday mornings after 8:30 a.m. Mass, we take Holy Communion to catholic patients at the center. It is a delightful way to serve God and create enduring friendships.

We invite you to join our group, you will be glad that you made the commitment, without a doubt.

Please call the Parish office at (562)430-8170  
if you are interested to participate

Page 9

## ***Holy Family Church - Seal Beach***

### **Pro-Life Ministry**

Each parish is invited to have a Pro-Life Ministry and appoint a Coordinator to initiate and organize Pro-Life activities. The pro-life committee assists by helping parishioners understand the issues and the importance of meeting the needs of those who are most vulnerable.

Please call the Parish office at (562)430-8170  
if you are interested to participate

Page 14

## ***Holy Family Church - Seal Beach*** **Music Ministry**

***“He who sings, prays twice”*** – St Augustine

***“Sing to the Lord a new song, His praise from the end of the earth.”*** (Isaiah 42:10)

The role of music in Church is demonstrated many times throughout the bible. It is identified as being a celebratory way of praising God. The faithful have always been strongly advised to sing at Mass as a way of actively participating in raising their voices to God.

Singing in the choir is an excellent way to serve God and share the gift of music with the Parish. The choir is open to anyone who has a desire to sing, learn new music, and grow spiritually as well as musically. We rehearse the 2nd and 4th Tuesday of each month from 6-7pm. So, come, ***“sing joyfully to the Lord.”*** (Psalm 100:1)

Please call the Parish office at (562)430-8170  
if you are interested to participate  
Page 13

## ***Holy Family Church - Seal Beach*** **Interfaith Council**

The Interfaith Council is comprised of members of several churches who meet here in Leisure World. Our Interfaith Council welcomes and recognizes residents and friends of all denominations.

We sponsor many recognition events during the year including a Happy New Year Program, a Homeless/Skid Row Giving Program, a Beit Halev Passover Seder April 10, Good Friday Service,

an Annual Summer Pot Luck, and an Annual Thanksgiving Service. Prayers, songs, Old and New Testament readings may be presented by different denominations at these services.

We invite members of Holy Family Church to join us at these special occasions or to attend our meetings

the second Tuesday of the month at 4 pm at Redeemer Lutheran Church.

Please call the Parish office at (562)430-8170  
if you are interested to participate  
Page 10

## ***Holy Family Church - Seal Beach***

### **Lectors**

The proclamation of the Word of God is truly a service to the Church. Lectors bring the living Word of God to the liturgical assembly. The ministry of the Word should be treated seriously and with great dignity. Effective proclamation involves delivering the message with clarity, conviction, and appropriate pace.

It demands the ability to evoke faith in others by demonstrating ones' own faith. Therefore, the lector relies on the Holy Spirit, and prays for the worshippers who are listening.

## ***Holy Family Church - Seal Beach***

### **Liturgical Environment**

#### **(Flowers in the Church, decoration/ pews organization )**

Our mission is to provide an atmosphere in the church that is conducive to worship. This includes planning, ordering, placing flower arrangements and other decorations. It also includes the organization of the pews in terms of envelopes, seasonal books and booklets.

We prepare the church to reflect the appropriate environment for the following holidays: Advent, Christmas, Lent, Palm Sunday, Holy Thursday, Good Friday, Easter Sunday, Pentecost and Ordinary Time.

Please call the Parish office at (562)430-8170  
if you are interested to participate

Page 11

Please call the Parish office at (562)430-8170  
if you are interested to participate

Page 12