

Development of Lay Ministry
St. Brigid of Kildare Church
Dublin, Ohio

Parish Steering Committee: Chairperson Keith Kaszak

This is a Committee of Committees model. There are no elections of members. Officers are appointed by the Pastor. Committee Charters are written and then approved by the Pastor. At the general meetings only actionable items are discussed and decided upon.

1. **The Parish Steering Committee** is administered by an **Executive Committee**.
 - a. This committee consisting of about four is appointed by the Pastor. Currently this committee consists of: Msgr. Hendricks, Deacon Don Prier, Keith Kaszak (chairperson of PSC) and Sister Joan Harper, CDP (Secretary of PSC).
 - b. The Executive Committee meets prior to the general meeting to determine an Agenda. This agenda is sent to all PSC members about a week before the general meeting.
 - c. About ten days to two weeks prior to the general meeting all committee chairs are invited to send in their report and/or minutes of their last committee meeting.
 - d. These reports together with the previous meeting minutes and the agenda are sent to all PSC members prior to the general PSC meeting.

2. Standing Committees of the PSC:
 - a. Finance Committee: Chairperson: Jim Karam
 - i. Members of the Finance Committee are selected by the Pastor.
 - ii. This committee meets immediately prior to the general PSC meeting.
 - b. Worship & Spiritual Life Committee: Chairperson: Sr. Joan M. Harper, CDP
 - c. Building & Grounds Committee: Chairperson: Gene Bostic, representative to PSC: Lyle Vradenburg
 - d. Social Action committee: Chairperson: Bruce Luecke
 - e. Religious Education Committee Chairperson: Dan Hackett/ Mary Fran Cassidy
 - f. School Advisory Committee (SAC): Chairperson: Debbie Willet/ Kathleen O' Reilly
 - g. Youth/ Young Adult Committee: Co-chairs: Patrick O'Donnell/ Pam Heil
 - h. Development Committee: Chairperson : Sarah Moore
 - i. Technology Committee: Chairperson : Jan Gatto
 - j. Parish Life Committee: Chairperson: Deacon Don Poirier

3. Currently aspiring to be full committees of PSC:
 - a. Family First: Co-chairs: Cheryl Hohlefeldler and Gretchen O'Reilly
 - b. St. Brigid Players: Chairperson: unknown

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Renewed Christian Initiation of Adults: Chairperson: Deacon Frank Iannarino

1. RCIA begins in the fall and continues through spring.
2. We usually welcome 10 to 25 people into the Church at Easter.
3. The catechists for this program include: priests, deacons and lay catechists.
4. In addition there is a Hospitality committee that prepares for each group session.

Jordan Program: Chairperson: Deacon Don Poirier

1. Functions to prepare first time parents for the Baptism of their first child.
2. There are a group of lay catechists who conduct the classes once each month. These are scheduled by Deacon Don Poirier.
3. In addition to the catechists there is a group of “Baptism Couples” who attend the baptism ceremonies twice a month. They prepare the church for the families, and once the ceremony begins, they assist by leading each family (in turn) to the Baptismal font.

Liturgical Ministry: Chairperson: Sister Joan M. Harper, CDP

1. Currently we have training for new Liturgical Ministers twice a year in the fall and in February. After training the names of all those aspiring to be Special Ministers of the Eucharist are sent to the Chancery for the Bishop’s approval. When that is received they are commissioned at a Sunday mass and are then scheduled for service. All the other ministers can be commissioned as they are trained. All those who wish to serve at St. Brigid must attend a Training Session.
2. We have a part-time **Scheduler** who receives information regarding the availability of each minister via e-mail. Each month the Scheduler processes this information and formulates the Liturgical Ministry schedule for the next month. This is transmitted to the ministers via e-mail, except for the few who do not have e-mail. Those are mailed.
3. Our Liturgical Ministries are:
 - a. **Special Ministers of the Eucharist:** ten per weekend mass (except for 7:30 a.m.). They are in addition to the priest and deacon.

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- b. **Lectors:** two per weekend mass.
 - c. **Altar Servers:** three per weekend mass with extras for special occasions and sometimes they are mentoring the new servers.
 - d. **Greeters:** one family each week greets those entering the church.
 - e. **Ushers:** three to five per weekend mass, extra for special occasions
 - f. **Ministry Captains:** There is a Ministry Captain appointed for each of the five weekend masses. It is this person responsibility to see that all the ministry positions are covered at least ten minutes before mass. If the appointed ministers do not sign in, in a timely fashion the Ministry Captain replaces them with other volunteers. The Ministry Captain also instructs the different ministers in any changes to procedure as they arrive. Ministry Captains are usually trained in several ministries such as: Special Ministers of the Eucharist, Lector, and Usher.
4. Auxiliary Liturgical Ministries:
- a. **Holy Wash:** This is a group of people who want to serve but not in the public. They collect the purificators and altar towels each week, wash and iron them and return them for following week.
 - b. **Art and Environment:** Changes all church decorations according to the season. Special decorations for Advent, Christmas, Lent and Easter as well as Confirmation and First Communion.

Religious Education:

- 1. All the catechists in the Religious Education program are laity, some from other parishes. All of these teachers must be certified through the Religious Education Department of the diocese. The teachers in the Religious Education program are compensated.
- 2. Currently there are approximately 1100 children in the program.
- 3. These classes meet on both Monday and Tuesday evenings.

St. Brigid of Kildare Elementary School:

- 1. Our Principal: Kathleen O'Reilly and vice Principal: Cindy Lombardo are both lay women, well qualified for their positions.
- 2. All our teachers and Aides are laity, both men and women.
- 3. From among our school staff, teachers and aides we have approximately 12 to 15 Special Ministers of the Eucharist. They take turns functioning for the School Masses or which we have two a week. However, if there is an All School Mass then there is just that one mass that week.