

## Church Administration

### **Bernadette's Banquets**

**Coordinators** Ronald and Janyce Caccippio

**Phone** 772-631-3891 **e-mail** [ronaldcaccippio@hotmail.com](mailto:ronaldcaccippio@hotmail.com)

#### **Goals and Purpose**

Responsible to the Pastor for the booking of Family Life Center banquet facilities for approved internal and external events, as well as arranging and executing the necessary support services offered by the Parish.

#### **Responsibilities**

The Coordinators are responsible for the booking of the facilities with the approval of the Pastor. Stewards are needed in this ministry to assist with support services such as kitchen operations, set-up, serving, clean-up, security and coordination with approved event vendors, as necessary.

#### **Helpful Attributes**

A positive "can do" attitude, reliability and a willingness to pitch in to do what is necessary to ensure successful events from a facilities perspective. A commitment to maintaining the excellence of our Family Life Center facilities.

#### **Time Commitment**

Varies depending upon which activities you desire to undertake and the nature and extent of the events booked.

#### **Training Required**

Parish training provided.

**Fingerprinting Required** No

### **Cleanliness with Godliness**

**Coordinator** Bob Baker; **Phone** 772-878-1921; **e-mail** [bentley358@aol.com](mailto:bentley358@aol.com)

**Coordinator** Don Heppe; **Phone** 772-336-2710; **e-mail** [djpheppe@bellsouth.net](mailto:djpheppe@bellsouth.net)

#### **Goals and Purpose**

To provide time and services to maintain and keep clean our Church and facilities for our fellow parishioners and guests.

#### **Responsibilities**

To be faithful to assigned team.

#### **Helpful Attributes**

Gratitude for our Parish facilities and a desire to keep them beautiful.

**Time Commitment** 1-2 hours per month.

**Training Required** None

**Fingerprinting Required** No

### **Development Committee**

**Coordinator** Sonny Gaudet

**Phone** 772-339-9956 **Cell** 772-240-2272

**e-mail** [sonnygaudet@yahoo.com](mailto:sonnygaudet@yahoo.com)

#### **Goals and Purpose**

The purpose of the Development Committee is to support the short-term and long-term financial goals and needs of our stewardship Parish.

#### **Responsibilities**

Explore, conceptualize, plan and oversee the execution of appropriate and effective Parish-wide fundraising programs and activities.

#### **Helpful Attributes**

Creativity; initiative; willingness to “think out of the box” to explore a variety of fundraising options and “best practices”; understanding and appreciation of the diverse dynamics of our St. Bernadette Parish Family in order to assess potential appeal and success of the Committee’s efforts. Previous development / fundraising experience is welcome, but not required.

**Time Commitment** Monthly meeting with some sub-Committee involvement.

**Training Required** Parish training provided.

**Fingerprinting Required** No

### **Finance Council**

**Presiding Chair** Father Victor Ulto

**Council Facilitator** Joseph Risi

**Phone** 772 343 7492 **e-mail** [jaysar@comcast.net](mailto:jaysar@comcast.net)

#### **Goal and Purpose**

Members serve to provide advice and counsel to the Pastor as required by the Pastor in matters concerning the financial state of the parish

**Responsibilities** The Council will participate in the preparation of:

- a. the Annual Budget of Income and Expenditures, and
- b. the Annual Financial Report of the Parish.
- c. The Council will also review the independent auditors report.

#### **Helpful Attributes**

Professional status with an interest in financial matters.

**Time Commitment** Minimum of four meetings a year plus support of the Pastor when requested.

#### **Membership**

1. Members serve at the pleasure of the Pastor.
2. All seven members are appointed by the Pastor for individual terms of not less than three years nor more than five years.
3. All members of the Council may vote when a consensus vote is requested by the Pastor

### **God’s Green Earth**

**Coordinator** Mike Rice

**Phone** 772-340-2130

#### **Goals and Purpose**

Our Parish has such beautiful grounds! We are given a small piece to cultivate a flower garden, one that will be beautiful as well as become a cutting garden for our Art & Environment Ministry, preparing flowers for our altar.

#### **Responsibilities**

Loving our flowers in bloom.

#### **Helpful Attributes**

An appreciation of the beauty of nature and helping to make our garden grow.

**Time Commitment** Flexible

**Training Required** None **Fingerprinting Required** No

### **Good Shepherd**

**Coordinator** Patricia Davis; **Phone** 772-873-0358; **e-mail** [patdavis27@hotmail.com](mailto:patdavis27@hotmail.com)

**Co-Coordinators** Jim & Anne Clark; **Phone** 772-340-4999; **e-mail** [jimanne208@bellsouth.net](mailto:jimanne208@bellsouth.net)

#### **Goals and Purpose**

Accountability is one of the seven signs of a Stewardship Parish. The Good Shepherd Ministry assists the Pastor in maintaining accountability, including strong internal control procedures, with respect to the counting of the weekly offertory collection and other Parish special collections. As a ministry, we take very seriously our responsibility to be accountable for the stewardship gifts of treasure of our St. Bernadette Parish Family.

**Responsibilities**

Sort, count, summarize and prepare for deposit the weekly offertory collection, as well as any special collections for specific purposes. Maintain appropriate internal control procedures during the process.

**Helpful Attributes**

An appreciation of and respect for the stewardship gifts of treasure from our St. Bernadette Parish Family; accuracy and attention to detail; strict confidentiality. Members of this ministry are selected by the Pastor. Those interested in serving are encouraged to inform the Pastor of their interest.

**Time Commitment** Approximately 3 hours weekly.

**Training Required** Parish training provided.

**Fingerprinting Required** No

**Office Disciples**

**Coordinator** April Laughlin

**Phone** 772-336-9956

**e-mail** [stbernadettepsl@aol.com](mailto:stbernadettepsl@aol.com)

**Goals and Purpose**

In the spirit of stewardship the St. Bernadette administrative offices are in need of people, women or men, who are willing to give of themselves by assisting the full time staff with various aspects of the operation, including answering telephones, preparing mailings when needed and other tasks associated with the ongoing administrative functions of the various parish offices.

**Responsibilities**

The responsibilities vary dependent upon the talents and skills of the individual ministers, but in general they assist where and when necessary.

**Helpful Attributes**

- A warm and welcoming personality.
- Respect for all people.
- Sense of humor.
- Dependability.
- Able to follow directions and instructions.
- Tact and decorum.
- The ability to work independently when necessary.

**Time Commitment**

Flexible - Normally, however, from 2 to 4 hours per week.

**Training Required** On-the-job-training as needed

**Fingerprinting Required** No

**Social Committee**

**Coordinators** Julia and Tom Mollica

**Phone** 772-344-2084 **e-mail** [muggs346@aol.com](mailto:muggs346@aol.com)

**Goals and Purpose**

To create opportunities for our St. Bernadette Parish Family to have fun together!

**Responsibilities**

Develop and coordinate social activities that promote joyful Christian fellowship and community.

**Helpful Attributes**

Outgoing, personable - enjoy working with others. We welcome any other skills that would help in implementing Parish social activities.

**Time Commitment** Varies

**Training Required** None **Fingerprinting Required** No

**St. Bernadette Annual Golf Outing**

**Coordinator** Father Son Linh Hoang

**Phone** 772-336-9956

**Goals and Purpose**

To provide an opportunity for the people of the parish to work as a stewardship community, this annual event is held in the early fall or late summer each year. It provides an excellent outlet for golfers both within and without the community, as well as providing funding for various parish ministries.

**Responsibilities**

Needing a number of ministers to work on various sub-committees, our Golf Outing presents parish members with an opportunity to use a variety of gifts in organization, planning, and marketing. The time and talents of many are needed.

**Time Commitment**

Varies according to the role a minister chooses for involvement. Planning and organization normally occur from March until September.

**Ministry Involvement**

People interested in being involved with this group, or simply participating in the Golf Outing, should contact the parish office (772-336-9956) to express that interest.

**Technology Ministry**

**Coordinator** Roland Basco; **Phone** 772-871-9914; **e-mail** [roland.basco@gmail.com](mailto:roland.basco@gmail.com)

**Website Coordinator** Erica Krueger; **e-mail** [etk1989@att.net](mailto:etk1989@att.net)

**Goals and Purpose**

The Technology Ministry exists to support the proper and effective utilization of the multi-media audio / visual technical equipment in the Church and the Family Life Center, as well as Internet and other technical communications resources, to positively present and promote our Parish Family and its good works, consistent with the goals and needs of our St. Bernadette Stewardship Parish.

**Responsibilities**

To attend regular meetings; to provide an ongoing review of technical communications efforts; assist with the utilization of the various multi-media audio/visual equipment for various functions and events; coordinate, as necessary, the training of ministry representatives as to the proper usage of such equipment; oversee maintenance of our Parish website; and to serve on subcommittees which address technical communications challenges on a regular basis.

**Helpful Attributes**

A knowledge of or experience with the wide variety of communications instruments and areas e.g. multi-media equipment, Internet resources, marketing, public relations and graphic arts. However, interest in these areas and a willingness to learn is equally important. Data processing skills are additionally helpful.

**Time Commitment** 2-3 hours a month

**Training Required** None (Orientation provided)

**Fingerprinting Required No**