



# Parish Ministry Guide

## Saint Elizabeth of Hungary

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# Saint Elizabeth of Hungary Parish

## Mission Statement

As a Catholic community centered in Christ, nourished by Word and Sacrament, Saint Elizabeth's parish seeks to be a living example of our patron saint, integrating life and faith to continue building the Kingdom of God.

## Vision Statement

We the people of Saint Elizabeth's parish, in recognizing the dignity and value of all human beings and through the example and intercession of our parish patroness, Saint Elizabeth of Hungary, strive to grow in faithfulness, compassion, humility, charity and prayerfulness.

To gather as a community for worship and to deepen our relationship with God, seeing the Eucharist as the source and summit of our vibrant and prayerful liturgy.

To serve humbly and glorify God, we strive to inspire, strengthen and sustain our faith in all stages of life through invitation and active participation in our parish and broader community.

To share God's grace as instruments of mercy, we minister to the sick and suffering and find joy reaching out to the poor and vulnerable to create a more Christ-like community.

**Through continued communication, cooperation and mutual respect,  
we seek to fulfill our parish mission.**





Saint Elizabeth of Hungary lived out her life by serving others, specifically the poor and marginalized members of her community.

Here at Saint Elizabeth, we have many opportunities for our parishioners to follow her example and volunteer their time and talents within our parish and community.

We are grateful to all who participate in serving others. As you look through our Ministry Guide, think of what you have to share and feel free to reach out to us if you find a ministry and/or group that interests you. We will be happy to assist you or answer any questions you may have.



**Welcome to the community of Saint Elizabeth of Hungary.  
We are thankful for you & the gifts you bring to our parish!**



## **Protecting God's Children Creating A Safe Environment In Our Parish**

Our diocese requires that we register all parish volunteers so that we can serve those in our care responsibly and effectively. Volunteers will need to submit an application and will be provided with the Codes of Conduct for the parish. All volunteers should be aware of the Diocese Child Protection Policy and will need to provide proof of VIRTUS attendance to the Parish. Volunteer applications can be picked up at the Parish Center.

You can register for VIRTUS training online. Visit [www.virtusonline.org](http://www.virtusonline.org) to find an upcoming class near you.

Once your application is submitted and approved, a pastoral team member will confirm when you are fully compliant and able to begin your ministry or participation in a group.

If you have any questions, please call the Parish Center at 631-271-4455.

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Interested in sharing your time and talent?  
Call the Parish Center at 631-271-4455 or email [center@stelizabeth.org](mailto:center@stelizabeth.org)

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# Liturgical Ministries



## Altar Servers

Altar Servers assist at mass and other liturgical celebrations to help promote a prayerful and inviting gathering. Young persons who serve are in grades 5 -12. Responsibilities include thurifer (incense), cross and candle bearers and assisting with the Roman Missal, wine and water. Servers are scheduled through the year at Sunday Mass and other liturgies. Initial training and occasional update meetings are required.

## Extraordinary Ministers of Holy Communion

Extraordinary Ministers assist the priests and deacons in the distribution of Holy Communion (bread and wine) to the congregation at Sunday and other Masses. Many ministers feel they are “unworthy” to serve, yet they are people with a love of the Eucharist. Extraordinary Ministers are scheduled on a rotating basis through the year. Formal training and the mandate of the diocesan bishop are required, as well as ongoing training, e.g., a Day of Prayer.

## Readers

Readers proclaim the Word of God from the ambo at Sunday and weekday Masses and other liturgical celebrations. Good readers are those with a clear speaking voice, a general and prayerful understanding of the Scriptures and an openness to being evaluated and updated. Readers are scheduled on a rotating basis through the year. Formal training & evaluation are required, as well as ongoing training, e.g. a Day of Prayer.

## Weekday Readers & Extraordinary Ministers of Holy Communion

Many of our Readers and Extraordinary Ministers of Holy Communion exercise their ministries at our parish weekday Mass. Parishioners who attend daily Mass are welcome to be liturgical ministers at our 9:30 a.m. Mass, Monday through Thursday.

## Ushers/Greeters

Ushers/Greeters, “ministers of hospitality,” are men, women and young adults who welcome all those who come to attend Mass. Members are outgoing and welcoming, ready to greet parishioners in the gathering area, assist in finding seats, help with the collection and the presentation of the gifts, assure an orderly communion procession, and respond to the special needs of parishioners. Most ushers/greeters are part of a regular “team” at a particular Sunday Mass - 5pm Saturday, 8am, 10am or noon Sunday Masses. They are also ready to help at other Parish celebrations, including the Confirmation Mass, the Parish Mission, and the larger Parish celebrations such as Christmas and Easter.

## Adult and Children’s Choirs

Our choirs assist the assembly in prayer through song at Mass and other special liturgies throughout the year. Any parishioner who enjoys singing is welcome to be part of the Adult Choir. The Adult Choir rehearses every Wednesday evening in the Church (except during the summer months). The Children’s Choir also assists the assembly in prayer through song at Mass, with special attention given to the capabilities of our young people. Children in grades 1 to 8 are welcome to be part of the Choir. The Children’s Choir rehearses in the Church every Wednesday at 6:30 p.m. (when school is in session).



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# Faith Formation Ministries

The Family Program is the title of our religious education and spiritual formation programs for families with children in elementary school. Classes are in session in the Parish Center from fall through spring for parents and children. Children study with volunteer catechists (religion teachers) while parents study selected religious subjects in other rooms with their own qualified teachers. There is also a Home Study option for families who learn together at home. Many volunteers are needed as catechists and assistants each year.

## Family Mass Committee

The Family Mass Committee encourages the participation of our families and young parishioners at the Family Mass, including coordinating adult catechists and training both junior lectors and junior ushers. Children in Kindergarten through 6th grade are dismissed after the Gospel with a qualified catechist to hear an age-appropriate reflection on the Gospel. Adult members of the Committee are practicing Catholics who possess an understanding of liturgical principles and are overseen by the Director of Religious Education and the Liturgy Committee. The Family Mass Committee meets twice a year for prayer and planning and are present to coordinate at the Family Mass (10am Sunday Mass).

## Special Needs Faith Formation

Special Needs Faith Formation helps our parish reach out to families and children (between 5 & 15 years old) with unique needs. This is a comprehensive program of religious instruction tailored to these children's needs (Autism, Down's Syndrome, mental deficiencies, Attention Deficit Disorder, and Attention Deficit Hyperactivity Disorder). Classes meet monthly on Monday evenings. Parents remain with their child during instructional time. Catechists who are familiar with this area of education are especially welcome to assist.



### Catechists

Family Program catechists (Religious Ed teachers) are engaged in the faith and spiritual formation of children in preschool through 6th grade. They prepare and present a lesson each week to a class of approximately 12 to 15 students. Catechists are practicing Catholics who possess a general understanding of the faith, usually through our adult Family Program classes and life experiences. Catechists are given approved materials to use and a schedule to follow. Catechists are expected to attend two workshops (held here in the parish) each year.

## Adult Supervisors & Hall Monitors

Adults help supervise in the building during Family Program sessions by monitoring traffic in the hallways, providing childcare in the nursery and assisting catechists in the classrooms. Supervisors are responsible persons who wish to assist in the education of the children, yet are not directly responsible for teaching the class. They participate in this ministry usually weekly at the Family Program session of their choice.

## First Communion Committee

The First Communion Committee provides support for families with children preparing to receive First Communion in the parish. Committee members have an understanding of the celebration of the Holy Eucharist and the ability to work with children and their parents. They are present at the Saturday retreat day (spring) as well as weeknight rehearsals for First Holy Communion Masses, celebrated in May.



## Joy and Justice

The Joy & Justice Committee provides opportunities for families to address the issues of justice and care for the poor in an atmosphere of joy and love. The members are committed to Catholic family values and creative ways to celebrate faith. They advise the Director of Religious Education and organize food pantry tours and collections for the needy as well as social gatherings such as our annual Christmas Pageant.

# The Confirmation Program

Preparation for the reception of the Sacrament of Confirmation in the fall of ninth grade is an opportunity for the parish community of St. Elizabeth to support our parents by helping them in their responsibility of educating their children in the Catholic Faith.



We join the Parishes of the Diocese of Rockville Centre in preparing our young people with the three essentials for the sacrament – religious instruction, service to the needy, and Sunday Mass attendance. Seventh and Eighth grade students gather on Thursday evenings, October through April, for prayer and time with their peers to learn about the Bible, Catholic Church teaching and prayer. Our catechists are fellow parishioners who have volunteered their time and talent to pass on the faith to the next generation of our Parish.

## Confirmation Catechists and Substitute Catechists

Confirmation catechists are engaged in the faith and spiritual formation of children in seventh and eighth grade on Thursday evenings by preparing and presenting a lesson each week to a class of approximately 12 students. Catechists are practicing Catholics who possess a general understanding of the faith, usually through our adult Family Program classes and life experiences. Catechists are given approved materials to use during a class and a schedule to follow. For their continuing education, they are expected to attend two workshops (held here in the Parish) each year. Substitute Catechist volunteers, with the same qualifications as Catechists, are also needed to step in and teach when an assigned Catechist is unavailable.

## Confirmation Hall Monitors

Adult Hall Monitors help promote safety in the building during Confirmation class sessions by monitoring traffic in the hallways.

## Confirmation Service Helpers

Adults assist the Catechist by helping with special breakout service sessions in the building during Confirmation class sessions.



## Confirmation Adult Supervisors

Adult supervisors assist at various grade nine Confirmation events and Sacramental celebrations, including the Confirmation Retreat and Confirmation Penance Service.



# Youth Ministries

## Youth Group



The Youth Group is a program where teens come together to reflect on the Sunday Gospel and apply it to their lives through group sharing, prayer, games, and friendship. The Youth Group includes 7th to 12th grade parishioners who are looking to pray and have fun with other teens who are excited about their faith. The Youth Group meets Sunday nights, September - June.

## Vacation Bible Camp

Vacation Bible Camp (VBC) is a week-long summer program staffed by adults and teens who teach the workings of Jesus to children through music, crafts, games and bible discussion. Campers are kindergarten through 5th graders and registration is held in the late spring. Sixth and seventh grade campers are called 'counselors-in-training' and are part of a specialized program for their age group. Adult volunteers and teen volunteer counselors (grades 8 - 12) are also requested and important for the success of the camp.

## Parish Sports Programs (CYO Volleyball)

The Parish Sports Programs are opportunities to serve young people with ways to learn Christian sportsmanship and teamwork. There is always a need for coaches, assistant coaches and other volunteers to work with the children.

## Trinity Regional Catholic School

Our parish is part of the six local parishes who support Catholic education at Trinity Regional School. Parents of the students are encouraged to share their time and talent as volunteers at Saint Elizabeth and to volunteer at the school.



# Justice & Service To Those In Need Ministries

## Parish Outreach

Under the leadership of the Director of Parish Social Ministry, Core Workers serve the food pantry by sorting donations, stocking shelves, and assisting with other social services, as needed. Volunteers are trained by Catholic Charities and are required to complete a series of five classes. Commitment is one day a week from 10:00 a.m. to noon and all workers are expected to attend periodic meetings.

## School Supplies

School Supplies ministry supports struggling families in their effort to prepare their children for the coming school year. Participants in this ministry collect, sort and pack school supplies in August for registered clients.

## Thanksgiving to Christmas

Thanksgiving To Christmas supports the less fortunate in our midst during the biggest cultural celebrations of our society by helping to provide the means for these families to celebrate with dignity. Participants in this ministry collect, sort and pack food for Thanksgiving and certificates and gifts for Christmas. They choose which times to work on scheduled weekends and/or weekdays around Thanksgiving and Christmas.



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## Assisted Living/ Nursing Home

Ministers at our local facilities honor the dignity and value of all human life by providing Communion Services to those not able to live on their own and connecting them to the life of the parish. This ministry needs members to help assemble residents, ambulatory or wheelchair bound, Extraordinary Ministers of Holy Communion and Readers of the Word. They typically spend one to two hours at one of our facilities: Atria, Sunrise or Apex.

## Extraordinary Ministers of Holy Communion to the Homebound (EMs)

EMs support those not able to join the parish community at Sunday Mass by bringing the spiritual strength of Holy Communion to those in need. Attendance at two diocesan trainings for EMs is required. A willingness to be present to those going through medical treatment, or who are often elderly is necessary. These ministers usually spend one to two hours per week in service.



## Extraordinary Ministers of Holy Communion to Huntington Hospital (EMs)

EMs support those not able to join the parish community at Sunday Mass by bringing the spiritual strength of Holy Communion to those in need. Attendance at two diocesan trainings for EMs is required. A willingness to be present to those going through medical treatment in a hospital setting is necessary. These ministers usually spend one to two hours one Saturday a month in service.

## Ministry of Consolation

The Ministry of Consolation brings the strength and support of the parish community at the time of the death of a loved one by assisting the family in choosing the readings and music for the funeral, leading a wake service, or assisting at the funeral Mass. Members of this ministry need to be compassionate, comforting, and able to be a presence for those in sorrow. Some members are EMs or Readers. The Ministry of Consolation is present at funeral masses, usually the 9:30 a.m. daily weekday mass.



## Bereavement

The Bereavement Committee supports those who have lost a loved one and helps them through the grieving process by sending notes, making assurance phone calls, conducting bereavement groups twice a year and meeting with the bereaved on an individual basis when requested. Members of this group will have lost a loved one, gone through the grieving process, attended training for bereavement ministers, and see the value of bereavement contact and wish to be a compassionate and consoling presence. They spend one morning a week at the parish center and may run eight-week groups twice a year.

## Blood Drive Committee

The Blood Drive Committee seeks to engage all parishioners in an effort to support our community and local hospitals by encouraging people to participate in an American Red Cross Blood Drive. Members of this Committee need to assist donors in completing paperwork, guide donors to different stations, and provide hospitality after donation.

## Huntington Interfaith Homeless Initiative (HIHI)

Huntington Interfaith Homeless Initiative (H I H I) provides winter shelter and meals for some of the most marginalized people in our community, the homeless, some of whom are from other countries and are not eligible for government assistance. Volunteers can participate in many ways by providing meals, set-up or clean-up, or by staying and being a presence to those in need. Saint Elizabeth hosts Friday evening to Saturday morning from late November through April. There are many shifts available to choose from, all ages are welcome.

## Respect Life Committee

The Respect Life Committee lives out the Gospel message of the value of all human life from conception to natural death. Members of this Committee organize collections to support local agencies that assist pregnant women, write and visit government leaders to advocate for pro-life legislation, and commit to pray that all people support and value all human life. This Committee meets 8 months out of the year for 1-1 ½ hours for prayer, updating on current issues, and planning of activities.



## Divorce and Beyond

Divorce & Beyond is an eleven-week guided healing process that offers a safe, trusting place to share a wide range of thoughts, feelings and experiences. This three-month series is for people who have completed the divorce process and are looking to move “beyond” into a place of healing and recovery. Registration is required to ensure that the group is an appropriate size for conversation.

# Adult Faith Formation and Evangelization

## Rite of Christian Initiation of Adults (RCIA)

The RCIA Group helps introduce adults who wish to become Catholic to a year-long process of study, sharing faith, participation at liturgy and companionship for the journey. RCIA ministers share their faith and/or mentor adult converts.

## Pre-Cana Marriage Preparation

The Pre-Cana Group offers engaged couples supportive companionship and their insight into married life through the prism of their personal experiences as committed Christians. Pre-Cana members are open to sharing themselves, to listening well, and to growing in discipleship through the exchange of stories which are especially useful in deepening the faith and commitment of the engaged couple. Pre-Cana takes place in the spring and fall for six sessions each time.

## FOCCUS Marriage Preparation

FOCCUS (Facilitate Open, Caring Communication, Understanding and Study) helps couples preparing for marriage enhance their relationship by discussing important topics including communication, problem-solving, religion, dual careers, parenting, intimacy, finances and more. The pre-marriage sessions offer a unique opportunity to celebrate a couple’s strengths and practice positive communication skills. Facilitators are trained by the Diocese.





## Wedding Rehearsal Group

The Wedding Rehearsal Group assists the bride, groom, bridal party and guests at our parish weddings and conducts the wedding rehearsals. At each wedding, Wedding Rehearsal Coordinators offer a calm presence, awareness of propriety, and a knowledge of liturgical and other needs to all present. There are usually about twenty weddings per year and the Coordinators select five or fewer per year for their involvement.



## Baptism Preparation Committee

Adults meet with parents of children being baptized to prepare the parents for the sacramental celebration of Baptism. Facilitators attend diocesan training as well as local parish training.

## Baptism Celebration Committee

The Baptism Celebration Committee assists the presiding (baptizing) priest or deacon and offers assistance to the parents and guests at the baptisms of our young people. Baptism Celebration volunteers are friendly, understanding, respectful and reverent. Four teams of volunteers assist one Sunday, every two months.

## Eucharistic Adoration

Eucharistic Adoration during Exposition of the Blessed Sacrament is held on Mondays, Wednesdays and Thursdays for those who wish to pray in Adoration of Our Lord beginning at daily mass and closing at noon. Adorers are those who enjoy a quiet time of meditation, prayer, or spiritual reading in the silence of the Parish Church. Adorers may visit to pray at any of the posted times of Exposition or may make a specific commitment to pray for an hour once a week.



## Rosary Society

The Rosary Society promotes special devotion to the Blessed Mother through the rosary. The Society prays together, socializes, raises funds, and offers its services to the Parish. Rosarians enjoy group and private devotional prayer, the company of other women, and a desire to be of service in the life of the Parish. Evening meetings are held September to December, March to June.

## Small Christian Communities (SCC)

Small Christian Communities offer friendship and the opportunity to share the Christian journey with others in a small group setting, bridging the gap between the larger Sunday worshipping community and one's actual daily experience. SCC members are open to recognizing the presence of the Lord in our midst, to listening well, to sharing and to deepening their discipleship. Each group determines its meeting schedule.

## The Men of Saint Elizabeth

The Men of St. Elizabeth is a group of men who have formed a community of prayer, support and service as members of St. Elizabeth Parish. Together they inspire, challenge and serve one another in their journey to find the best version of themselves. They gather for monthly meetings, Saturday morning prayer, and other activities including involving themselves in serving the needy in our parish and local communities.



# Hands-On Groups



## Hospitality Committee

The Hospitality Committee offers fellowship, baked goods and beverages in a spirit of welcome and evangelization after each of the weekend masses, usually once a month. There are two types of Hospitality ministers. Hospitality Shoppers take scheduled turns purchasing juice and cookies and delivering them to the Hospitality Kitchen by Saturday afternoon. Hospitality Servers work as a team in setting the tables, serving coffee and cookies, etc. and cleaning up. There are no scheduled group meetings. Hospitality Servers assist once a month from September through June.



## Plants and Flowers

The Plants and Flowers Committee fosters a welcoming and prayerful environment in the Church, around the Altar and the Parish Center by caring for all plants and flowers. Members assist according to their schedule and some stay after daily mass to help or stop by during the week as they are able. The schedule is informal and worked out among the members.

## Christmas and Easter Decorating Committee

We are happy to welcome parishioners for our Christmas and Easter decorating in the Church and in Monsignor Kane Hall. Volunteers are needed to enhance the beauty of our Church by arranging the plants and flowers, hanging decorations, etc. Sign up is through the bulletin or in response to Mass announcements. Usually set up is the Sunday afternoon before Christmas and Holy Saturday morning.



## Altar Linen Ministry

The Altar Linen Ministry cleans and launders cloths and linens which are used at Mass. This Ministry is behind the scenes and may require, at times, skill to remove stains (e.g., wine) from fabrics and linens. Some items need to be pressed as well. Those involved in this Ministry are scheduled about once a month to pick up the linens and return them to the Sacristy once they are cleaned and pressed.

## Sewing Ministry

The Sewing Committee uses their talent all year to provide for the Liturgical and Sacramental life of the community by repairing altar server albs, sewing altar linens, and baptismal bibs and garments for those being baptized. The Sewing Committee includes all who love the art of sewing.

## Gift Shop

The gift shop sells a variety of religious goods and is open during the week from 9:30 a.m.-4:30 p.m. when the Parish Center is open. There is a committee that oversees the purchases for the shop, and helps in the shop, on additional dates when the Center is closed.

# Social Groups

## Senior Group

This group offers senior parishioners many opportunities to reconnect as well as develop new relationships, to socialize and to assist one another as a vital part of the parish faith community. The group is open to all registered parishioners who are sixty years of age and over. Seniors meet in Monsignor Kane Hall twice a month, usually the first and third Tuesday of each month



## Widows & Widowers Group

The Widows and Widowers Social Group supports those who have lost a spouse and helps them engage, once again, in social activities. Members of this group have lost a spouse, have already gone through the grieving process and are actively involved in social situations as well as having a desire to plan and organize social events for others. They usually attend one meeting and one social event each month.

# Affiliated Groups



## Knights of Columbus

The Knights of Columbus is a worldwide fraternal organization that promotes Catholic ideals, supports the Church and priests, contributes to youth-oriented programs and provides assistance for worthy charities. The Knights are Catholic men who are interested in supporting one another, deepening their Catholic faith and participating in Knight-sponsored activities. The Saint Elizabeth Council meets once a month in the Knights of Columbus Room, adjacent to Monsignor Kane Hall.

## Ladies Auxiliary of the Knights of Columbus

The Ladies Auxiliary of the Knights of Columbus endeavors to exemplify the spirit of "Unity, Fraternity, Charity and Patriotism" by supporting a variety of charities through cake/craft sales, raffles and other fundraisers. The Auxiliary is open to Catholic women who are interested in helping others and enjoying the company of others under the dedication to the Blessed Mother. Council 5753 meets once a month in the Knights of Columbus Room, adjacent to Monsignor Kane Hall.



## Catholic Daughters of the Americas, Ct. Saint Elizabeth #2687

CDA is a national organization working under the motto of Unity and Charity, dedicated to the Blessed Mother. They are comprised of women who wish to enhance their spiritual growth in their journey in serving others, who like to participate in religious, charitable, social and fundraising activities, serve the community, Parish and one another. As part of a wider group, there are opportunities to participate as a sisterhood with other Catholic Daughters from Long Island, statewide and nationally. CDA meets monthly at the Parish Center (10 times a year).





# Parish Consultation Groups



## Pastoral Council

The Pastoral Council oversees the Vision and Mission Statement of the Parish and advises the Pastor on the direction of the Parish and pastoral planning. The members are selected through a process of prayer and discernment and appointed by the Pastor for a three-year term. The Council meets together with the Pastor ten times a year.

## Finance Committee

The Finance Committee advises the Pastor on financial issues, monitors parish investments and assists in drawing up the annual budget. The members are appointed by the Pastor for a three-year term that can be renewed at the discretion of the Pastor. The Committee meets four to five times a year.

## Liturgy Committee

The Liturgy Committee coordinates the Liturgical life of the Parish community throughout the year. This requires working with the Pastor, especially for Holy Week and Easter, as well as major parish liturgies. Recommendations are made for implementing the liturgical documents, including music and environment. The Liturgy Committee meets about nine times a year to discuss Liturgical needs of the Parish and to prepare for upcoming special liturgies.

## Stewardship Committee

The Stewardship Committee promotes 'Stewardship - A Way of Life', with a focus on sharing our God-given gifts of time, talent and treasure with our Parish community. The Committee assists in promoting Parish events, Commitment Weekend and the Parish Ministry Fair. Members also serve the 'Information Desk' during Hospitality on the first Sunday of every month. The Committee meets several times during the year.



## Counters

The Counters process all donations to our Parish given at weekend and holyday masses. This involves opening the collection envelopes, confirming the amount enclosed and assuring that each parishioner is properly credited with his/her donation. Counters are parishioners who are appointed by the Pastor and overseen by the Business Manager. Counters help for a couple of hours, usually on Monday morning.

*As each has received a gift, use it to serve one another, as good stewards of God's varied grace.*

1 Peter 4:10

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Thank you for being a part of our vibrant Parish community. If you are interested in volunteering or have any questions about our ministries, please contact us and we will be happy to assist you.

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## Saint Elizabeth of Hungary Church

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