



Ministries, Groups, and Volunteer Opportunities

at

Saint Clare Parish



Table of Contents

Who We Are.....	1
Catechetical Programs and Sacramental Preparation.....	2
Children’s Faith Formation.....	2
Baptism of Infants and Children.....	2
First Reconciliation and First Eucharist.....	3
Catechists.....	3
Confirmation.....	4
Order of Christian Initiation for Adults (OCIA) (formerly RCIA).....	4
Liturgical Ministries.....	5
Altar Servers.....	5
Extraordinary Ministers of Holy Communion.....	5
Lectors.....	6
Liturgical Music.....	6
Liturgy of the Word for Children.....	7
Youth Ministries.....	8
Parish Groups.....	9
Finance Council.....	9
Hispanic Community.....	9
Knights of Columbus.....	10
Parish Pastoral Council.....	11
Peace and Justice Committee.....	11
Portuguese Community.....	12
Society of Saint Vincent de Paul.....	12
The Serra Club.....	13
Young Ladies Institute (YLI).....	13
Saint Clare School.....	14
Other Catholic Communities of our Diocese.....	15
What else can you offer?.....	15

NB: Some ministries, namely all liturgical ministries as well as those that work with youth and vulnerable adults, require that volunteers be fingerprinted, have a background check, and complete a Safe Environment training. For more information about this process and the ministries that require it, contact the parish office.

Who We Are

Founded in 1777, the Saint Clare of Assisi Parish is an ethnically diverse Catholic community of faith, united in worship, discipleship and service. In welcoming immigrants, newcomers and strangers, we strive to live these virtues so as to be the face of Christ, becoming a sign of unity and an instrument of God's peace in the world.

Our parish is blessed with a wide range of ministries, groups, and volunteer opportunities run by lay volunteers as well as by parish staff and clergy. These programs provide concrete ways in which we can come together as the body of Christ, grow in our faith, and go out as missionary disciples in service to our wider communities.

This brochure provides an overview of the catechetical and sacramental preparation programs, liturgical ministries, youth ministries, parish groups, and other volunteer opportunities available at Saint Clare Parish. You can find an up-to-date brochure and contact information for all of these ministries and groups at www.stclareparish.org/serve.

We invite you to read about all we offer and to consider getting involved at any time. Our church is made richer by your presence.

“The Church which ‘goes forth’ is a community of missionary disciples who take the first step, who are involved and supportive, who bear fruit and rejoice. An evangelizing community knows that the Lord has taken the initiative, he has loved us first, and therefore we can move forward, boldly take the initiative, go out to others, seek those who have fallen away, stand at the crossroads and welcome the outcast. Such a community has an endless desire to show mercy, the fruit of its own experience of the power of the Father’s infinite mercy.”

-Pope Francis, *Evangelii Gaudium*, 24.

Catechetical Programs and Sacramental Preparation

Children's Faith Formation

Children's Faith Formation serves in TK (4 years old) through seventh grade; however, a two-year commitment begins at first grade. We begin our Sunday sessions at 9 a.m. with singing and prayer together. The children then join their grade for catechesis (the session is 1 hour and 15 minutes). We follow the Liturgical Calendar in teaching and celebrations. Everyone is expected to participate in Mass in English at 10:30 a.m. or in Spanish at 12:00 p.m. We encourage children to continue in Faith Formation after receiving their Sacraments. We look to parent participation and engagement in their child's faith formation as well. Contact: Sandra Quintanilla, Director of Catechetical Ministry, at sandra.quintanilla@dsj.org.

Baptism of Infants and Children

In the Gospels, Jesus says that to love God one must love like children do. Baptism of an infant or young child is a gift from the parents who want their child to grow in the knowledge of God in a Christian community. Children also benefit from the support of godparents as guides in faith. The parents' decision to have their child baptized is an act of true love toward their child. Baptism allows the child to be welcomed into the church at an early age, and to grow in the love and grace of God in a very special way.

Children ages seven and older who wish to complete the Sacraments of Initiation (Baptism, Confirmation, and Eucharist) do so through the Order of Christian Initiation of Adults (OCIA), adapted for children. Children attend Sunday Faith Formation and meet on a separate day specific for initiation into the church.

If you would like to have your child baptized, please contact the parish office to arrange an initial meeting with a priest. If you are an adult who would like to be baptized, see the OCIA program. Contact: Sandra Quintanilla, sandra.quintanilla@dsj.org.

First Reconciliation and First Eucharist

Baptized children prepare for First Reconciliation and First Eucharist in our two-year program. We follow the Liturgical Calendar in our teaching. We request that children attend our 10:30 a.m. Family Mass and participate in the Liturgy of the Word for Children in English, or attend the 12:00 p.m. Mass in Spanish. Our program works closely with Saint Clare School to prepare children for the sacraments as well.

Parents and families will participate with their child in Parish Community Service and in additional meetings when preparing for these sacraments. Together, we enjoy the journey and we experience the love and commitment necessary for sacramental preparation. Contact: Sandra Quintanilla, sandra.quintanilla@dsj.org.

Catechists

Our Catechetical Program would not be possible without the generous help of our volunteer catechists. We encourage all adults of the parish to consider becoming a catechist, whether or not you have a child in our faith formation program. Catechists will receive training and ongoing support, are expected to serve for at least one academic year, and must have completed the sacraments of Baptism, Eucharist, and Confirmation. Contact: Sandra Quintanilla, sandra.quintanilla@dsj.org.

We also have catechists who offer faith formation to parents and families who are preparing to baptize their infant or child. By participating in Baptism preparation, we help families with young children learn about and discuss their role in their child's faith journey. Our classes include the origin and meaning of Baptism, our role as parents and godparents, the symbols of Baptism, and details about the rite itself. Meetings take place on the second Monday of every month and require a computer with access to Zoom and email. The approximate time commitment is 2–3 hours per month. Contact: Lucy Silva, dlsilva@sbcglobal.net.

Confirmation

Youth in eighth to twelfth grades are invited to prepare for the Sacrament of Confirmation through our Youth Ministry program. We offer an engaging Confirmation program that includes a weekend-long retreat and sessions throughout the year that help candidates spiritually prepare for this sacrament. Contact: Ryan Bao, Confirmation Director/ Director of Youth Ministry, ryan.bao@dsj.org.

Order of Christian Initiation for Adults (OCIA) (formerly RCIA)

The Order of Christian Initiation for Adults (OCIA) is the process through which adults can become full members of the Catholic Church. The OCIA Team at Saint Clare Parish meets weekly from fall to the spring. We welcome non-Christians who wish to be baptized into the Catholic faith, adults already baptized in the Catholic Church who wish to complete the other Sacraments of Initiation (Confirmation and Eucharist), and adults who have been baptized in other Christian churches who wish to be received into the Catholic Church. Those who are already fully initiated in the Catholic Church and who desire to learn more are also welcome at our meetings. Contact: Diane Madruga, camponeses6@gmail.com.

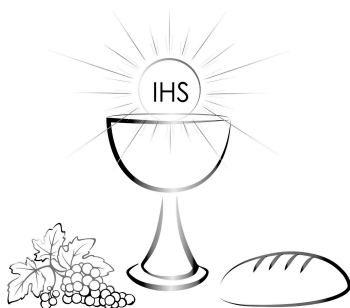
Liturgical Ministries

Altar Servers

Altar Servers serve at Mass for Sundays, Holy Days, funerals, wedding liturgies, and Masses with Saint Clare School. This is a great way to be involved and to learn more about the Mass. Altar servers carry the cross and candles during the opening procession, assist the presider with the book of prayers (the sacramentary), and more. This ministry is open to youth in at least the fourth grade who have received First Communion. Training is provided. Ryan Bao, Director of Youth Ministry, ryan.bao@dsj.org.

Extraordinary Ministers of Holy Communion

The word "Eucharist" comes from the Greek word *eucharistia*, which means "thanksgiving." As Extraordinary Ministers of Holy Communion (sometimes called "Eucharistic Ministers"), we serve 2–4 times per month, assisting the presider in distributing the Body and Blood of Christ during Mass. We attend one development session per year. New Extraordinary Ministers also attend one training session before serving at Mass. Contact: Lucy Silva, dlsilva@sbcglobal.net.



Lectors

As lectors, we proclaim the Scriptures for the entire community. This is not the same as reading aloud while everyone follows along on their own. Hearing the Scripture is a communal act, and lectors are the ones who bring God's Word to the entire assembly. A lector's time commitment is 1–3 hours per month, primarily at Saturday/Sunday liturgies. We prepare at home and attend one lector development session per year. New lectors also attend one 90-minute training session. Contact: Lucy Silva, dlsilva@sbcglobal.net.

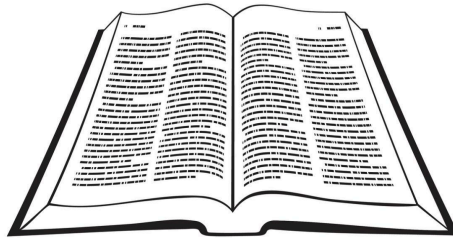
Liturgical Music

The Saint Clare Music Ministry is all about cultivating outstanding liturgical music leadership. Our ensemble at the 10:30 a.m. mass has members ranging from second grade to retirement age, and the only requirement to join is that you know how to read words. During rehearsals, we have fun by practicing musicianship skills such as reading music, developing our musical ears, and improvisation games. We work on vocal techniques you would normally use in private voice lessons, and learn new songs written by current and former ensemble members. We also discuss how the songs relate to the Sunday scripture so we better understand why we play them. Over time, we have been lucky to have people sing/cantor, and play guitar, clarinet, piano, trumpet, violin, flute, bass, and percussion. We work with each person at their skill level. What musical instruments do you know how to play? Let's get you involved!

The Sunday 10:30 a.m. ensemble arrives 15 minutes prior to Mass for warm-up and rehearses after mass from 11:45 a.m.–12:45 p.m. in the parish hall. Sheet music is printed and provided to you at no cost. Contact: Chris Wemp, cmwemp@gmail.com.

Liturgy of the Word for Children

The Liturgy of the Word with Children ministry invites children (grades K–6) to engage with each Sunday's readings with their peers led by a volunteer from the parish. Each Sunday at the 10:30 a.m. Mass and the 12:00 p.m. Mass, children are briefly dismissed to hear that day's readings at their grade level and participate in an interactive reflection on those readings. When they return to the community for the Eucharist, they have a fuller, more age-appropriate understanding of the Sunday scripture readings. Please invite your children to join in—no registration needed! Adults as well as middle school- and high school-aged children are invited to help with the readings and the reflection. Preparing the 10–15 minute lesson requires about 30 minutes outside of Mass and is a rewarding chance to engage with our young children! Contact: Claire Wemp at ckwemp@gmail.com.



Youth Ministries

Our Saint Clare Parish Youth Ministry has been blessed by the joy of young people who serve others and their community through liturgy and programming while also seeking fellowship and formation in prayer through retreats, small groups, and scripture study. Follow us at [@stclare.ymc](#) on Instagram! Contact: Ryan Bao, Director of Youth Ministry, ryan.bao@dsj.org.

Confirmation - For 8th–12th graders, we offer an engaging Confirmation program that includes a weekend-long retreat and sessions throughout the year that help candidates spiritually prepare for the sacrament.

Youth Ministry Thursdays - On various Thursday nights at 7:00 p.m., youth gather in our Youth Center to build community, celebrate holidays, and learn about their faith. On these nights, we provide food, catechesis, and a place for youth to be youth!

Bible Study - Our Bible Study group meets on Tuesday nights at 8:00 p.m. to dive into the coming Sunday’s Gospel. Through the readings, Jesus inspires us to have conversations about religion, faith, and the world today.

Leadership - Those who have already been confirmed are invited to lead others in the next Confirmation program and serve in parish community events including the Christmas Giving Tree, Hospitality at Mass, and other diocesan youth events.

Movie Nights - During summer nights, our youth host movie nights to bring our parish community together for a night out under the stars—including baked goods!

Time Commitment - For leaders, one-hour meetings on Sundays and 1–2 hours weekly at sessions.

Parish Groups

Finance Council

The Finance Council serves as a trusted advisor to the Pastor and helps with the management and stewardship of parish financial resources. We build the budget for every fiscal year and meet quarterly to monitor our progress. The Council is also responsible for supporting new initiatives/projects and complying with diocesan guidelines. While the Parish Finance Council is primarily consultative - information sharing, listening, and contributing to discussions – there are also certain canonical responsibilities that guide the Council’s work. We welcome parishioners to join the Council and help ensure the long-term success of the parish.

The Finance Council meets once per quarter, usually in January, April, July, and October. The meeting is done virtually and typically lasts one hour. Preparation before the meeting involves reviewing financial information that will be discussed at the meeting. Ideally, the Council should have five to six active members who have backgrounds/experience in general business, finance/accounting, or fundraising. Contact: Jerome Alabado, stclareparishfinance@gmail.com.

Hispanic Community

We welcome all and support the Latino population with love and compassion in our ever-growing, diverse community. Every Sunday we celebrate Mass at noon where individuals and families can come into a dynamic and welcoming community to pray and worship in Spanish. Our goal is to enhance the lives of our Latino parishioners with the love of Christ, offering guidance, hope, and integration into the wider community through ministry. We have a number of programs that provide extra

nourishment for the heart and soul. We offer the following ministries in Spanish: Eucharistic Ministers,, ministry to the sick, lectors, altar servers, ushers, hospitality, live-streaming, various choirs, and various prayer groups. Celebrations and Ministry preparation are offered in Spanish as well. Please check the bulletin for announcements. Contact: Hilda Lopez, hilchicans@yahoo.com.

Knights of Columbus

Father Michael J. McGivney and a group of parishioners from Saint Mary's Church in New Haven, CT established the Knights of Columbus in 1882. Founded on the principles of charity, unity, and fraternity, the members of the Saint Clare Knights of Columbus Council continue that rich Catholic tradition.



The goal of the Knights of Columbus is to help men, their families, and their parishes grow closer to Christ. Through our programs and resources, we provide opportunities to live and spread the Catholic faith. Our Saint Clare Knights of Columbus support our four core programs: Faith, Community, Family, and Life. Specifically, we organize parish events such as pancake breakfasts and crab feeds. We donate funds in support of the parish, the diocese, the priesthood, seminarians, and other worthy charitable causes. Individually, we volunteer our time in other ministries in roles such as eucharistic ministers and lectors and in school programs. Brother Knights take pleasure in the work they do for our Lord and they work to build a better tomorrow for ourselves, our parish, and our world. Come join the Knights, and together let's make a difference. Contact: Michael Adams, mjadams99nd@sbcglobal.net.

Parish Pastoral Council

The Saint Clare Pastoral Council is made up of parishioners from various parish organizations, communities, and Saint Clare School. They act as stewards of the parish mission and advise the pastor on practical matters of parish life. The Council is called to work collaboratively with each other, the pastor, and the Holy Spirit to help fulfill the hopes and dreams of the parish community—particularly in the areas identified through the Saint Clare Parish Synod Listening sessions. The Council also acts as the implementation team for the Pastoral Plan set forth by the Diocese of San Jose to make real, meaningful changes within the larger Catholic community to grow as a welcoming and thriving Catholic Church, vibrant in our diversity. The time commitment varies depending on the level of involvement; Council meetings are held once a month and last an hour and a half. Contact: stclareparishcouncil@gmail.com.

Peace and Justice Committee

The Peace and Justice Committee of Saint Clare Parish serves as a community resource and catalyst to connect our faith with the work of social justice. We seek to: educate our community about Catholic social teachings, advocate for the dignity and rights of all people, act out our faith by creating opportunities to implement social teachings, and reflect on the biblical and theological foundations of Catholic social teachings.

Since the pandemic, the Peace and Justice Committee has hosted a guest speaker on non-violence, offered various JustFaith courses and supported JW House with meal preparation. The committee is seeking to revitalize our activities with the help of all interested parishioners—come be a part of our work! Contact: Anne McMahon at mcmahonam@sbcglobal.net.

Portuguese Community

The Portuguese Community has been active at Saint Clare Parish since the 1800s. Since early 1973, we have celebrated Mass in Portuguese and have participated in all phases of parish life at Saint Clare. Hundreds of Portuguese have received the sacraments and have graduated from Saint Clare School. We raise funds through our promotions of cooking meals: beef shish kabob, (Madeira style), goat stew, chicken barbecue, and bacalhau (salt black cod). These activities not only raise funds for our parish, but bind us as a community and unite us to our parish. We are a community that is proud of our heritage and traditions that we are able to celebrate at Saint Clare, and which make us feel at home. Time commitment is a few weekends per year and is completely on your terms. Contact: Claudia Madruga, cmadruga38@yahoo.com.

Society of Saint Vincent de Paul

The Society of Saint Vincent de Paul, a Catholic lay organization, offers person-to-person service to those who are needy and suffering. We provide critical support to residents of Santa Clara County who are struggling to make ends meet, but are not receiving the help they need.



Saint Clare Parish collects donations on Holy Thursday, Thanksgiving Day, and “Fifth Sunday Collections.” We provide fresh produce, dairy products, pantry staples, personal care items, and grocery store vouchers every month to over 200 men, women, and children who live in our parish. Your generosity also provides rental assistance and utility bill assistance to our low-income neighbors as well as food, clothing, and personal hygiene products. Volunteers are needed on the second and fourth Saturday mornings in the school parking lot. Contact: Mick Gonzalez, (408) 645-0506.

The Serra Club

The Serra Club fosters and supports religious vocations to the priesthood and vowed religious life. Activities include praying for the increase and perseverance of vocations, preparing meals for diocesan discernment retreats, serving at the receptions for the ordination of new priests and deacons, and providing vocational education and essay contests for 8th-grade students. Whatever the need to support priests and religious, members of Serra are ready to move ahead and follow the words of Saint Junipero Serra whose motto was “always forward, never back.” If you are a faithful Catholic with a call to support future priests and religious, we invite you to learn more about the Serra Club. Time commitment varies depending on the level of involvement. Meetings are held once every month or two, and the club has annual membership dues. Contact: Cathleen Lencioni, (408) 248-6728.



Young Ladies Institute (YLI)

The Young Ladies Institute is a charitable and social society for Catholic women, formed in San Francisco in 1887. Our institute, Saint Clare #119, was formed in 1925 and has always been associated with Saint Clare Parish. We are proud to support many local charities, seminarians, Saint Clare Parish, and Saint Clare School. Our meetings are held on the third Monday of the month in the Parish Hall; we have a social, pray the Rosary, and hold a short business meeting. We welcome all ladies who are interested to come to a meeting and visit with us. Contact: Mary Reiland, maryreiland@yahoo.com.

Saint Clare School

Saint Clare School joyfully embodies the Gospel mission entrusted by Christ to His Church. Made in the image and likeness of God, our community values our diversity, embracing all backgrounds and cultures. With a rigorous curriculum and student-centered instruction, we, together with parents as primary educators of their children, form learners with strong academic and spiritual foundations to become moral and ethical servant leaders.

Saint Clare School, with support from the Jesuits at Santa Clara University, was established in 1856 by the Sisters of Notre Dame de Namur. As the only Catholic elementary school in California that has continuously operated for 166 years, Saint Clare has produced local leaders and philanthropists. Today, our graduates go on to succeed at Catholic high schools and universities, taking with them the charism of the Sisters of Notre Dame de Namur and the Sisters of Charity of the Blessed Virgin Mary, rooted in God's love and working for justice. We welcome students from diverse backgrounds and cultures, and we offer generous tuition assistance to make Catholic education accessible to all. Visit us at www.stclare.school to learn more.



Other Catholic Communities of our Diocese

Our Parish also hosts the San José Chinese Catholic Mission, the Cantonese Catholic Community, and the Japanese Catholic Community, when that community can find a Japanese-speaking priest to minister to them. These communities of faith celebrate Mass in our church, as well as use parish and school facilities for faith formation and social functions. We are pleased that Saint Clare can welcome these families and assist them in their growth as members of the Body of Christ.

What else can you offer?

Many other ministries have existed in the history of our parish or could exist in the future (for example, a bereavement group, visits to the sick or homebound, or a hospitality ministry). If you would like to start a new ministry or group that we don't currently have, please reach out to the Parish Pastoral Council (stclareparishcouncil@gmail.com) or the parish staff—we welcome your gifts.



Saint Clare Parish
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www.stclareparish.org
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(408) 248-7786

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