

Ministry Guide

Holy Trinity & St. Michael Parishes

Kewaskum, WI

Before we can give any percentage of our time or talent to God, we must first give Him 100% of our hearts. For this reason, our Stewardship renewal is a time for conversion above all else. It is a time to make God our top priority – a time to put our Faith First.

TIME

Do I make time for prayer by myself and with my family?

Talent

Is my talent at work in our parish, actively building the Body of Christ?

This Ministry Guide contains many ways in which we can Live Jesus through prayer and service. Renewing our commitment in these areas results in great spiritual benefit for us as individuals and as a parish community. This year, how is God calling you to use your gifts?

Spending Time with God in Prayer

Prayer is the cornerstone of stewardship. Only when we spend time with God in prayer are we spiritually prepared to offer ourselves in service to others. Just as we schedule the other important parts of our daily life, we need to be specific about making time for prayer. There are many ways to make time for the Lord including:

- Putting the Lord's Day first by attending Mass weekly
- Attending Mass on Holy Days
- Spending 15 minutes per day in personal prayer
- Praying together with loved ones daily
- Reading inspirational material every week
- Praying the rosary regularly
- Scheduling time in quiet reflection – being thankful to the Lord

Sharing the Gift of Your Talents

We are blessed here at SM & HT Parishes with many parish members who share their talents with our faith community. Our parish ministries thrive because of that commitment, and we thank those involved.

To realize our dream of becoming full stewardship parishes, we must bring forth the gifts of all parish members. We each contribute a unique piece to our faith community. Our parish ministries are not complete without you!

The following pages contain many opportunities where you can share your talents with our parish communities. There is a ministry for everyone – adults, children, grandparents, families & couples. Our goal is to have every parish member participating in some way. Can you lend your input to one of our standing committees? Are you available to help in the school office? Will you share your faith with our youth as a Catechist? Can you pray for our parish and its ministries?

Please indicate your commitment on the form enclosed and place your completed form in the baskets. Otherwise, please return to the Parish Office. Thank you.

PRAYER & WORSHIP MINISTRIES

HT & SM Joint Prayer & Worship Committee

Contact: Beth Phillips (626-6420), Ann Neumann (354-5719) or Deacon Ralph (343-1795)

This committee provides vision and advisory support to Father, and is instrumental in leading our parishes in prayer & worship. Activities include planning liturgies, writing intentions, and decorating our churches for liturgical seasons. Talents include creating and sewing banners, wreaths, floral arrangements, keeping plants watered, and installing & removing decorations. **Three-year commitment, 2 hours per month. Open to youth ages 14-17 and adults.**

Welcome Ministers/Greeters/Ushers

Contact: HT -Bev Rohlinger (262-626-2643) SM – Deacon Ralph (262-343-1795)

Greeters are those parish members who dispense a special sense of hospitality that reflects the graciousness of the Lord. These ministers greet everyone coming to Mass, setting the tone of welcoming that will pervade the entire assembly. They distribute worship aids, assist with parish member seating, collection of offerings, and help in the event of an emergency. **Time commitment is to arrive at church 30 minutes prior to Mass time. Schedule is very flexible, based on your willingness to serve. Mentoring is provided. This is a wonderful family ministry!**

Extraordinary Minister of the Eucharist

Contact: HT – Bev Rohlinger (262-626-2643) SM – Deacon Ralph (262-343-1795)

This is a wonderful ministry in that you are privileged to share the Body and Blood of Christ with our faithful at our weekend Masses. **Personal training provided. Schedule is about once per month. You can sign up based on your preferred Mass time. Open to any confirmed member.**

Ministers of the Word/Lectors

Contact: HT - Bev Rohlinger (262-626-2643) SM – Deacon Ralph (262-343-1795)

This ministry is for those who wish to serve the Church by proclaiming God's Word at Mass. Includes reading announcements, procession, and leading congregation in universal prayer. **Confirmed, high school age and older are welcome. Training & resources provided. A quarterly schedule is prepared and is very flexible.**

Server Ministry

Contact: HT - Ann Neumann (262-354-5719) SM – Deacon Ralph (262-343-1795)

Servers assist Father at Mass on weekends, weekdays, holy days, funerals and weddings. Their presence adds to the dignity and reverence of our celebrations. This liturgical role serves the function of Representing the Body of Christ as servant. Time commitment approximately one Mass per month. **Open to youth in grades 5-12, and adults. Father Ed provides training.**

Music Ministry

Contact: HT – Lindsay Dahlberg (262-573-7143)

SM –Adult, Jane Meyer (262-692-9802) Youth, Randy Thull (262-483-8204)

If you love worship by singing praise to God or playing an instrument, we want you! Cantors, instrumentalists and singers greatly enhance our liturgies. Mentoring & training also provided. **Open to adults and youth grade 8-12.**

Homebound Pastoral Ministers

Contact: HT - Pat Geidel (262-626-8066) SM – Deacon Ralph (262-343-1795)

Our homebound and nursing home residents need outreach from our parishes. Ministers bring the communion, prayer, compassion and Bulletins to our sick and elderly. **Time commitment 2 hours per month. Open to adults. Individual training provided.**

Sacristans Team

Contact: HT - Kathy Hawig (262-626-4146) or SM Office – (262-334-5270)

Sacristans set up the items needed for Mass such as the vessels, bread & wine, and lay out the garments. They also clean the altar & sacred vessels, fill water fonts, and replace candles as needed. Sacristans ensure that the sacristy is kept in order. This ministry encompasses the many behind-the-scenes tasks that support the Mass. **Time commitment varies based on the number of volunteers.**

ADMINISTRATIVE & OPERATIONS MINISTRY

Holy Trinity Finance Council

Contact: Carol Averill (262-689-0449)

The HT Finance Council makes recommendations to the Pastor concerning all aspects of HT parish financial and budget matters; personnel; and the upkeep of HT parish physical facilities. This Council works closely with the Parish Council and is supportive of all other committees. Three-year commitment, 2 hours per month. **Open to adult HT parish members.**

St. Michael Finance Council

Contact: Fred Middendorf (262-334-5270)

The SM Finance Council makes recommendations to the Pastor concerning all aspects of SM parish financial and budget matters; personnel; and the upkeep of SM parish physical facilities. This Council works closely with the Parish Council and is supportive of all other committees. Three-year commitment, 2 hours per month. **Open to adult SM parish members.**

Offertory Counters

Contact Parish Offices (HT at 262-626-2860 or SM at 262-334-5270)

SM Offertory Counters meet after the 9 am Sunday Mass. HT Offertory Counters meet at PNC Bank on Monday mornings at 9 am. The counters pick up security bags from a bank employee and complete this process. We have five counting teams each consisting of 3 to 5 parish members. Plus, we need 4-6 subs. **Teams are scheduled every 5 weeks. Open to mature adults. Confidentiality requirements apply.**

Building & Grounds Committee

Contact: HT - Ray Wollner (262-305-7587) SM – Ray Staehler (262-338-1351)

Do you have an interest or knowledge in construction, building maintenance, operating systems or purchasing? Are you an active or retired tradesperson? Do you like to work with your hands? If so, our Buildings & Grounds ministry may be right for you. This committee oversees the maintenance, repairs & safekeeping of parish buildings & grounds. Reports to Finance Council. **Time commitment is flexible. Open to adults.**

Holy Trinity Cemetery Committee

Contact: Jim Leister (262-707-4691)

Secretary: Frank Beesten (262-626-2123)

Help in the upkeep of several HT cemetery grounds. Tasks include lawn care, general upkeep and updating rules & regulations. May also assist with burials. Members must be available during weekdays and may be asked to operate lawn care equipment. **Time commitment varies according to need and ability. Open to HT adults.**

St. Michael Cemetery Committee

Contact: Ray Staehler(262-334-5270)

Help in the upkeep of SM buildings & grounds and cemetery. Tasks include lawn care, general upkeep, ordering supplies and general maintenance. **Time commitment varies according to need and ability. Open to SM adults.**

St. Michael Volunteers

Contact: Jenni at SM Parish Office (262-334-5270)

Join other SM parish members who are on-call to come together to clean SM church & hall before a funeral. **Time commitment varies. Open to adults & youth working with parents.**

Parish Office Support/Mailing Committee

Contact: Diane at HT Office (262-626-2860) or Jenni at SM Office (262-334-5270)

There is always a lot to do to keep the parish offices running smoothly and keeping our parish members well informed. Activities include bulletin stuffing, preparing & assembling mailings, answering the telephone and data entry. **Time commitment is flexible. Training is provided depending on the task. Open to adults.**

HUMAN CONCERNS MINISTRIES

Joint Human Concerns Committee

Contact: Bob Heideman (414-412-5015)

Secretary: Sharon Miller (262-626-2811)

The Human Concerns Committee identifies the needs of people in the parish and wider community, especially the poor, and attempts to match resources to meet those needs. Providing guidance to parish outreach, discerning financial support for the organizations served and enlisting the active cooperation of parish members, this committee is responsible for educating and communicating social, justice and other human concerns within the parish so that as many as possible can respond to Jesus' call to serve others. One-year commitment, 2 hours per month. **Open to youth ages 14-17 and adults.**

St. Vincent de Paul

Contact: Rich Schommer (262-339-8143)

If you are interested in serving the needy in our area, this is a wonderful ministry! Volunteers help community members who are in need. Meetings are once per month for prayer and discussion to plan their response to the needs of others. Training is provided. **Time commitment is 2 hours per month. Open to adults.**

Holy Trinity Christian Women/Funeral Dinner Committee

Contact: Pat Mueller (262-626-4458)

This group supports our funeral ministry by providing a meal for the family and friends after the funeral of a deceased parish member. This is a wonderful caring ministry that supports & provides comfort to our parish members & their families. This ministry involves cooks, servers, dishwashers, and table-setters. **Time commitment varies. Open to adults and youth working with their parents.**

CHRISTIAN FORMATION & EDUCATIONAL MINISTRIES

Christian Formation Committee

Contact: Pam Benzing (262-353-2461)

The role of the Christian Formation Committee is to help foster the lifelong process of personal growth in faith and evangelization of the entire parish, as they grow in community with God and the Church. This committee is advisory to the parish educational administrators and ministries

affecting the faith lives of the adults, youth and children of Holy Trinity Parish. Three-year commitment, 2 hours per month. **Open to adults.**

YOUTH MINISTRIES

Contact: Mary Breuer, DRE (262-626-2650)

Youth Ministry Catechist: Kindergarten through 11th grade

Inspire, educate and mentor the youth in our parishes. You do not need teaching experience – just a willingness to share your faith. Classroom responsibilities include creatively presenting each week's lesson while enjoying the presence of God's grace in our young Christians. Classes meet on Wednesday evenings September through the 1st week of May. **Time commitment is the weekly 75-minute class, and 30-60 minutes of planning time prior to the week's class. Open to confirmed Catholic adults. This could be an opportunity for couples to work together as they share their own faith experiences. Catechist orientation, training and support are provided. Attendance at a one-time Safe Environment Education class required.**

Youth Ministry Substitute Catechist: Kindergarten through 11th grade

If you are interested in sharing your faith with youth, but a weekly class commitment does not fit your schedule, consider becoming a substitute catechist. Substitute for a lead catechist on an as-needed basis. All lesson plans and classroom activities will be provided. **Time commitment varies, but classes are 75 minutes each and are in session on Wednesdays. Open to confirmed Catholic adults. Attendance at a one-time Safe Environment Education class required.**

Youth Ministry Classroom Aide: Kindergarten through 11th grade

Assist a catechist in the classroom by helping students with projects and learning prayers, leading small group activities and discussions, and lending a hand with general classroom duties. Classes meet on Wednesday evenings, September through the 1st week of May. **Time commitment is the weekly 75-minute class. Open to confirmed Catholics, high school seniors & adults. Training will be provided. Attendance at a one-time Safe Environment Education class required.**

Youth Ministry Substitute Aide: Kindergarten through 11th grade

If you enjoy helping students with projects and learning prayers, but a weekly class commitment does not fit your schedule, consider becoming a substitute classroom aide. Substitute for a classroom aide on an as-needed basis. **Open to confirmed Catholics, high school seniors & adults. Training will be provided. Attendance at a one-time Safe Environment Education class required.**

Youth Ministry Office/Clerical Aide

Assist the Religious Education Program with filing, copying, sorting, preparing kits for classroom projects, etc. **Time commitment is determined by your scheduling preferences, perhaps**

choosing to do some of the clerical tasks in the convenience of your own home. Open to high school students and adults.

ADULT EDUCATION

Adult Education & Formation

Contact: Bonnie Rapkin (262-626-2860)

If you would like to meet with other adults to reflect on the scriptures and apply them to your life, this group is for you. This is an excellent way to meet others interested in exploring their faith. Activities include presentations, scripture study and reflection. You could be a sponsor in our RCIA program, which help prepare adults for Confirmation & Communion. We welcome you! **Time commitment varies. Open to adults. Orientation is provided. Confidentiality requirements apply.**

Spiritual Lending Library

Contact: Diane Pesch (262-626-4501)

Organize our library of religious books, CD's, DVD's and pamphlets. Order new books as needed and communicate when available. **Time commitment: 2 hours per month.**

HOLY TRINITY SCHOOL

School Advisory Board

Contact: Heidi Butler (262-626-1793)

HT Advisory Board provides vision and advisory support to our Principal. This committee reviews curriculum, policy and procedures for HT School. If you wish to work closely with our Principal in setting educational goals this is for you. **Time commitment is 2 hours per month. Open to adults.**

Home & School Association

Contact: Jodi Casetta (262-626-2603)

The mission of the Home & School Association is to bring about a closer understanding between parents, faculty and parish members by fostering a sense of community through communication and promotion of meaningful activities. These activities are intended to unify the HT School community for the support and enrichment of a faith-based education and range from fundraising and family events, to creating a float for the Christmas parade. **Committee meets 4 times per year, with smaller meetings for special projects.**

Athletic Board

Contact: Tim Butschlick (262-338-8317)

This board is responsible for planning and organizing HT & SM athletics. Program includes volleyball, basketball and dance team. If you enjoy sports and working with our children & youth, this is a great ministry. Duties include coordinating volleyball, basketball and dance programs, and maintaining supplies and uniforms. **Committee members serve a three-year term. Time commitment is one meeting per month and 1-2 supervision activities per month. Open to adults. Training is provided.**

Team Coaches

Contact: Tim Butschlick (262-338-8317)

Do you love sports? If so, pass it on by coaching! Coaches help provide instruction and leadership to boys and girls in grades 5-8 in basketball, volleyball and dance. Coaching emphasis is on training, instruction and participation – not just winning. Openings available for referees & judges as well. **Time commitment is 3-5 hours per week during specific sport's season. Open to adults and high school students with adult supervision.**

School Technology Committee

Contact: Ben Schickert (262-305-1451)

Technology is constantly changing, from software updates to computers and hand-held devices. If you are familiar with technology and wish to set the vision and implement technological strategies, this is the committee for you. **Time commitment 2 hours per month.**

School Assistance

Contact: Shawn at School Office (262-626-2603)

Working with our young students is really rewarding. We have various needs, such as:

- 1.) We're looking for volunteers to read or work with our younger students as needed.
- 2.) Consider being a Junior Achievement Leader with one of our classes.

Time commitment is very flexible averaging a few hours each month. Open to adults. Training will be provided.

Playground Supervisor

Contact: Shawn at School Office (262-626-2603)

Assist HT Staff with supervision of the gym and playground during the noon hour. Supervisors are scheduled in advance with an agreed-upon schedule. There is also a need for substitute supervisors. **Time commitment is flexible. Open to adults.**

SCRIP Program

Contact: Shawn at School Office (262-626-2603)

SCRIP is a program that provides third source funding for our parish. Gift certificates from stores, restaurants other vendors are sold at face value, with the vendor rebating a percentage of the purchase price to the parish. Helpers are needed to sell and distribute orders at weekend Masses. Looking for an assistant coordinator that would take over for Kelly Marquart in the next year or so. **Time commitment is one time every 5-6 weeks. Open to adults.**

TALENTS & COMMUNITY MINISTRIES

Joint Stewardship Commission

Contact: Jim Wessing (262-626-4321)

The Stewardship Commission works to increase the understanding and practice of the biblical model of stewardship. Activities include designing and directing efforts to increase prayer, promote the sharing of time and talent and facilitating stewardship education. **One & three-year commitments available. 6-8 meetings per year. Open to youth ages 14-17 and adults.**

Holy Trinity Social Fest Committee

Contact: Jennifer Chamblee (262-388-2199)

Do you want to have fun and make a difference? As Holy Trinity's biggest fundraiser, a successful Social Fest depends on the talents of many. Do you like to plan events? Is promotion and marketing your forte? Is finding great auction items (procurement) your passion? Do you like to organize games? If you have time and a talent to share (and we all do!) HT Social Fest has something for you. **Time commitment varies with most activity June – August. Open to adults and youth ages 14-17.**

St. Michael Fall Festival

Contact: Chip Faehling (262-626-4071)

This is the biggest fundraiser for St. Michael's parish. Do you enjoy working with others? How about organizing children's games! Maybe planning and organizing a large home-cooked meal interests you. If you want to meet and work with a large contingent of parish members, St. Michael's Fall Festival is a great way to share your time and talent. **Time commitment varies with most activity July – September. Open to adults and youth ages 14-17.**

POSSIBLE OPPORTUNITIES

The previously listed ministries are currently active. Below is a list of ministries that are either dormant or have not been established. If you are interested, we will facilitate connecting interested parish members in efforts to assist in the establishment of any of these ministries.

Young Adult Ministry

This ministry would address young adults from age 18 through their mid-30's. Activities might include organizing a young adult speaker series on timely topics. Another might be to organize a "Mothers Group". These groups could provide fellowship, faith sharing & support for expectant, new and experienced mothers. Another might be small events that introduce young adults. Another might be organizing mentor couples for engaged couples who are planning to become married.

Vocations Ministry

This proposed ministry would raise awareness in all parish members of the need to pray for our priests and to encourage personal prayer among parish members for an increase in vocations to the priesthood and religious life. Duties might include developing & coordinating vocation-related activities.

New Parish Member Welcome Ministry

This proposed ministry would offer a warm welcome to newly registered members of the parish through phone calls. Could include creating a new member packet and possibly a new member introduction event. Could also assist with baptism celebrations during Mass.

Alumni of Parish Schools

This group would provide communications to alumni of our parish schools. One possibility is to invite alumni back to enjoy Social Fest or Fall Festival. Another thought is to ask alumni for support for a newly formed HT School Foundation that would fund scholarships, provide grants, etc. for HT School.

Washing of Feet

The thought here is to have one for Washing of Feet on Holy Thursday. Some parish members might want their feet washed but have never been asked. It seems it is often the same people who volunteer. Contacts would be one from SM and one from HT Liturgy Committee.

Good News for God's Children

We would like to get this program up & running again. Catechists read and discuss God's Word with children in 1st through 4th grade during Sunday Mass. The format follows the Liturgy of the Word for those in the main assembly.

“For it is in giving that we receive.” -Francis Of Assisi