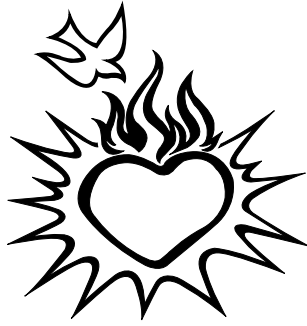


**2016-17**

**time**  
**and**  
**talent**

Sacred Heart of Jesus Parish



# time and talent

Sacred Heart of Jesus Parish has many opportunities for parishioners to share their gifts to build up the Body of Christ. Parishioners can serve each other in various ways under the four main areas of parish life:

## **WORSHIP AND LITURGICAL LIFE**

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## **PASTORAL AND HUMAN CONCERNS**

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## **SPIRITUALITY AND FAITH FORMATION**

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## **ADMINISTRATION**

Page 9

Under the umbrella of each area are committees, sub-committees, and ministries that utilize the time and talent of many people to function.

This booklet is intended to be a reference for parishioners and potential parishioners. It serves both to alert one to what the parish has to offer and presents opportunities to become more active in the life of the parish. If you would like to find out more about the ministry of any group, please get in touch with the contact person listed on page 11 or visit our parish web site at [www.sacredheartofjesus@weconnect.com](mailto:www.sacredheartofjesus@weconnect.com).

# WORSHIP AND LITURGICAL LIFE

This is the center of our lives as Catholics. If you want to get involved in a more active way in the liturgical life of the parish, here are some opportunities.

## Liturgy Planning Committee

- Plans weekend liturgies, special prayers, and music
- Writes prayers of petitions for weekend Masses
- Plans special liturgies throughout the year
- Helps in planning the liturgical celebrations of the Sacraments

## Environment Committee

- Transforms our worship space to reflect different liturgical celebrations and church seasons
- Some muscle needed to climb ladders, move statuary
- Very busy during the Lent, Easter, Pentecost, and Christmas seasons

## Liturgical Ministers

### Behind the scenes

- Sacristans (set up for funerals, daily Mass)
- Linens (wash and iron purificators, altar cloth)

### Visible

- Lectors
- Communion Ministers
- Choir Members
- Resurrection Choir Members for Funerals
- Servers
- Hospitality Ministers/Ushers
- Cross Bearers
- Welcoming Ministry

# PASTORAL AND HUMAN CONCERNS

The Human Concerns commission is comprised of representatives from various sub-committees who minister to the needs of our parishioners as well as our community neighbors locally and globally. Requests for financial assistance are reviewed and funds approved for distribution to various outreach programs.

## OUTREACH PROGRAMS

### Grief and Bereavement Ministry

The parish chaplain is available to journey through prayer, Eucharist and presence, with any member in the final stage(s) of life. Condolence letters are mailed soon after the loss and on the one year death anniversary.

### Elizabeth Ministry

Modeled after Mary's time with her cousin Elizabeth during her pregnancy, the women of this committee reach out to women, especially during child bearing years.

- Assistance with meals and baby's needs such as diapers, clothes, and furniture (This is done in partnership with the St. Vincent de Paul Society)
- Assistance with Baptismal Preparation classes
- Coordinates the Spring Baby Shower and the Giving Tree during the Christmas season

### St. Vincent de Paul Society

The Sacred Heart Conference works to fulfill the mission to reach out to the poor and needy as Christ would; to see the face of Jesus in the poor. Their activities include:

- Home visits to assist with food, clothing, furniture, and medical needs
- Referrals to community agencies for further help
- *Care for the Needy* monthly collections
- *Fill the Truck* weekends
- *Back to School* supplies drive
- Holiday food baskets

## OUTREACH PROGRAMS Continued

### Southside Meal Program

Sponsored by the St. Vincent de Paul Society, Sacred Heart serves on the 4th Tuesday of each month in collaboration with Nativity of the Lord Parish. Donations from our *Care for the Needy* collections buys needed food to feed the hundreds of people who go through the food lines. Bakers supply fresh treats for dessert.

### First Friday Ministers

Teams of parishioners bring Eucharist, prayer and fellowship to the homebound, those in nursing homes and assisted living facilities on the first Friday of each month.

### Parish Pastoral Care Visitors

Members of this ministry visit those hospitalized, in assisted living and other health care facilities. No training necessary.

### Birthday Cards

A volunteer sends birthday cards to homebound, assisted living and nursing home members.

### Christmas Plants

Cards are addressed to our homebound, assisted living and nursing home members and placed on the annual Giving Tree. Donations received in these cards are used to purchase and deliver the plants.

### Cudahy/St. Francis Interfaith

The various faith communities in Cudahy and St. Francis sponsor volunteers to assist the elderly in taking care of tasks such as rides to appointments, shopping, yard work, snow shoveling, and simple household jobs. A lay representative from each community serves on the board along with the pastor/administrator.

## Project Concern

A faith based emergency food pantry and clothing bank with a mission to serve individuals and families by feeding the needy, meeting emergency basic needs and providing a bridge/safety net to help them become self sufficient.

## Southeast Covenant Communities

Sacred Heart is a member of the Southeast Covenant Communities which supports the *Open Door Free Clinic*. The clinic needs volunteers as providers (MD, NP) nurses, receptionists and blood pressure screeners.

## Divine Intervention Cold Weather Ministry to the Homeless

This outreach ministry is in need of volunteer overnight hosts. Hosts are asked to be present from 4:30 pm to 8:30 am. Overnight hosts have a half-night awake shift. There will be a trained staff in charge. Divine Intervention is open from December through March.

## Rosary

Each Thursday at 4 pm, parishioners go to the South Shore Nursing Home to lead residents in the rosary.

## Blanket Ministry

If you knit, crochet or quilt, please join us to create blankets which the parish community prays over for the healing of mind and body for those who are ill.

## PARISH LIFE/ACTIVITIES

The Parish Life/Activities Committee was formed to provide opportunities for parishioners to fellowship outside of our liturgies. Each year the committee members organize the following types of events:

- Parish Picnic
- Fall Fellowship Event
- Breakfast with St. Nick
- Easter Egg Hunt
- Spring Brunch

### Hospitality

As a sub-committee of the Activities Committee, members organize the monthly Sunday morning fellowship, provide hosts/hostesses and food for funeral visitations at the church, as well as at other special events. Bakers, cooks, and servers are welcome.

## STEWARDSHIP

### WELCOMING/COMMUNICATIONS

After each Mass, we recognize our guests and thank them for joining with us to pray and we also tell them that they are welcome at our Parish and to please come back to pray with us again. Members of the Welcoming Committee will often seek out the visitors and introduce themselves. We also look for new parishioners and introduce them to others as part of our stewardship outreach.

The Communications Committee is committed to ensuring that the parish is informed about important matters as well as focusing on the day-to-day activities and the key people who keep the parish running.

- Maintains the Parish web site
- Coordinates Time and Talent efforts
- Organized a parish directory
- Conducts a census update periodically
- Maintains the parish archives

# **SPIRITUALITY AND FAITH FORMATION**

## **Adult Spirituality**

The Adult Spirituality team accompanies people on their faith journeys. We strive to encounter Christ in our daily lives and be Christ for one another. We are seeking enthusiastic people who have the courage to share their gifts.

Our activities may include:

- Faith sharing groups
- Parish retreats
- Book discussion groups
- Witness talks
- Prayer services and live music
- Supporting community projects such as Interfaith and food pantries
- Presentations on relevant issues and small group discussions
- Community building among cluster parishes and beyond
- Collaboration with adult faith formation and evangelization efforts

## **Child and Youth Faith Formation**

The Southeast Catholic Religious Formation provides religious education and youth ministry programs for our cluster's six parishes. It offers faith formation classes for public school children and youth in K5 through 10th grade. It provides sacrament preparation classes, including Reconciliation, Eucharist, and Confirmation, for children attending both public and Catholic schools.

The Collaborative Christian Formation Committee works with the Director of Religious Education, Youth Minister and RCIA Coordinator to facilitate the general Christian Formation programming offered within our six parishes.

Ways to participate include:

- Be an instructor for religious education classes
- Be a teacher or helper of CLOW – Children's Liturgy of the Word (Children ages 3-8 years participate in their own liturgy during Sunday Mass)
- Assist with activities on retreat days for First Reconciliation and First Eucharist
- Attend Collaborative Christian Formation Committee meetings



# **SPIRITUALITY AND FAITH FORMATION**

## Continued

### Rite of Christian Initiation for Children and Adults (RCIA)/ Adult Confirmation

Individuals over the age of seven, who are not baptized or for individuals who were Baptized Catholic but never brought up in faith, and wish to join the Catholic Church are invited to participate in the Rite of Christian Initiation process. Through this 16-month process, initiates are brought into the mystery of the Catholic faith as they prepare for the sacraments of Baptism, Confirmation and Eucharist.

Christians of other denominations who wish to join the Catholic Church also go through this process and are received into the Church through Confirmation and Eucharist.

Catholic adults over the age 18 can prepare to receive the sacrament of Confirmation through a program geared to their adult standing in the Church.

Ways to participate include:

- Become a Parish Sponsor
- Become an RCIA team member

# **ADMINISTRATION**

The committees that work under the umbrella of administration deal more with the 'worldly' aspects of a parish.

## **Parish Council**

Discerned members of the parish who advise the pastor/parish director on matters of policy that affect the entire parish. Meetings are every other month. Members serve as liaisons to the commissions of the parish.

## **Building and Grounds**

This committee works with the senior apartment Maintenance Engineer to make decisions which affect the buildings and physical plant of the parish.

## **Cemetery Board**

Members meet quarterly to discuss and make decisions which affect the cemetery. Seasonally, there is a need for help in cleaning up the cemetery (Volunteers are called on an as-needed basis)

## **St. Thomas Aquinas Academy**

Sacred Heart of Jesus is one of six parishes whose parents choose to send their children to St. Thomas Aquinas Academy for a Catholic education (K4-8). Parents and non-parents are encouraged to get involved in the school. Committees include:

- Advisory Board
- Communications
- Development
- Policy
- Finance

## **ADMINISTRATION** Continued

### Other Ministries

There are many opportunities to help keep the parish running smoothly that do not require a monthly commitment. If you're not sure what your talent is, we can help you figure that out. Everyone has talents and skills that they have learned from their life experiences. Sharing your time and talents with the parish is considered another way in which you can support the growth and ministry of the parish.

Office help is needed periodically:

- Answering phones and the door when the secretary is busy with meetings, on vacation, or ill
- Stuffing the weekly bulletins with additional flyers
- Assistance with large mailings

*Thank you for taking the time to look through  
this booklet to see how your gifts from God  
can be shared with this community.*

# Sacred Heart of Jesus

## 2016-17 PARISH CONTACTS

Fr. Arul Ponnaiyan, 218-4706, aponnaiyan@sacredheartwi.org

### **PRAYER & WORSHIP COMMISSION**

Laurel Pritzlaff, Chairperson 483-0757

**Environment Committee**, Anne Grzegorzczuk 761-3826

**Liturgical Ministers**, Laurel Pritzlaff 483-0757

**Liturgical Minister Scheduling**, Lauren Schmidt 482-3799

**Choir**, Dan Uhan 719-8426

### **HUMAN CONCERNS COMMISSION**

Lillian Wesley, Chairperson 483-8754

**St. Vincent de Paul Society**, Bill Bigler 769-6750

**Southside Meal Program**, Larry Bugni 483-9946 & Bill Bigler 769-6750

**First Friday Ministers**, Bill Bigler 769-6750

**Pastoral Care-End of Life Ministry**, Georgia Seis 481-2330

**Cudahy/St. Francis Interfaith**, Debby Pizur 483-4474

**Project Concern**, Dick Buschmann 483-9422

**Rosary**, Cheryl Davis 249-3625

**Blanket Ministry**, Helen Bugni 483-9946

**Elizabeth Ministry**, Sandy Anderson 481-3495

**Funeral Coordinator**, Bill Bigler 769-6750

### **FORMATION COMMISSION**

Terri Kuspa, Chairperson 747-1465

**Adult Spirituality**, Terri Kuspa 747-1465

**Faith Share/Prayer Groups**, Monica Bastardo 747-1874

**Director Elementary Formation/RCIA**, Karen Bushman 481-0777 x117

**Adult Confirmation**, Contact the Parish Office for more information 489-2806

**Director Religious Education/Youth Confirmation**, Rebecca Scholz 481-0777

x135

**St. Thomas Aquinas Academy**, Brian & Vivian Roe 744-2357

### **STEWARDSHIP COMMISSION**

Dick Buschmann, Chairperson 483-9422

**Hospitality Ministry**, Jan Ziemer 481-8304

**Parish Life/Activities**, Carol Knudson 744-5092

**Welcoming/Communications**, Lisa Heideman 510-1337

### **PASTORAL COUNCIL**

Vivian Roe, Chairperson 744-2357

### **FINANCE COUNCIL**

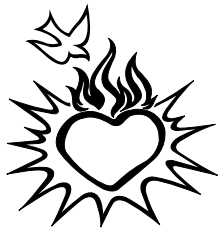
Chris Stemwell, Chairperson 744-4454

**Building & Grounds**, Eric Stemwell 744-4454

### **ADMINISTRATION**

**Parish Secretary**, Sue Edson 489-2806

**Parish Bookkeeper**, John Kramer 489-2806



**Sacred Heart of Jesus Parish**  
**(414) 489-2806**  
**[sacredheartofjesus.weconnect.com](http://sacredheartofjesus.weconnect.com)**