

PARISH HANDBOOK

2014

Dear Parishioners:

One of the reasons our community thrives is that we have committed ourselves to doing it “Flintville Style”. When each of us, aware of our gifts and talents, generously shares our gifts for the good of the parish and the community at large, great things happen. This community is truly blessed by the many volunteers, the openness and willingness to be there for others especially at times of tragedy, the commitment of time and talents on committees, Christian Formation catechists, and work projects. The willingness to make the effort to be here for liturgy and celebrating the sacraments together with the community are marvelous ways that we nurture one another. This is truly a stewardship way of living—giving back to God in the same generous way that God has given to us. Thank you for sharing your gifts.

Please page through the stewardship opportunities in this publication and prayerfully consider areas that you can serve the community and help nurture one another.

WORSHIP

Contact: Jennifer McAllister, 920-865-7844

Liturgy Assistant

Prepares altar with necessary vessels for Mass, along with hosts and wine for gifts. Makes sure all liturgical ministry areas are filled. Training provided.

Eucharistic Minister

Helps distribute bread and wine during communion. Some Eucharistic Ministers bring communion to those who are homebound (See Ministry of Care). Requirement to become a Eucharistic Minister is Confirmation. Training provided.

Proclaimer (Lector)

Proclaims the sacred scriptures that comprise the Liturgy of the Word. Also announces petitions if a deacon is not present. Proclaimers minister on weekends, holy days, and other times of prayer and devotion. Training provided.

Minister of Hospitality (Usher)

Shares in the ministry of hospitality by welcoming all who come into church for liturgy and prayer, provides information and assistance regarding locations in facility and events of the day, helps worshipers find seating, guides assembly for communion and collect monetary offerings and tends to health and safety of the assembly. Men, women and teens are welcomed to this ministry. A training session is provided.

Altar Server

Assists the presider during Mass. Altar Servers are boys and girls, 4th grade and beyond. Adults are also welcome to assist during holy day Masses and funerals. Training provided.

MUSIC MINISTRY

Contact: Jennifer McAllister, 920-865-7844

Cantor/Song Leader

Lead and welcome the assembly and invite them to join in song. Practice is done at home, and they meet with accompanist 45 min. prior to Mass.

Accompanist

Accompany choirs and/or cantors either on organ or piano at liturgies and prayer services. Scheduled based on availability.

Instrumentalist

Instruments of all types are welcome. Drums, guitar, flute, trumpet and trombone are just a few that play in church. If playing with a choir, attendance at rehearsal is needed.

Angel Voices Choir

Meet every Wednesday from 5:30-6:30 pm in church. This is our children's choir and they sing once every 3 weeks.

Youth Voice

Their practice schedule is set by their director and communicated to those involved. They typically sing twice per month. This is our choir for middle and high school youth.

Age to Age

This group is for adults who want to sing in traditional 4-part harmony. They rehearse on Wednesday evening and sing 3-4 times per month.

Voices of Praise

This group is open to all ages and sings more contemporary music. They meet every Wednesday and sing 2-3 times per month.

Funeral Choir

Welcomes everyone, they practice an hour before the funeral begins.

CHRISTIAN FORMATION PROGRAM

Contact: Stacy Rasmussen, 920-865-7677

The “community of faith” and the “household of faith” are true partners as we all grow in our call to be disciples of Christ.

CATECHISTS

Catechists are needed for all pre-school, grade school, middle school and high school programs. (Please indicate with which grade level you would like to share your faith.) Catechists need an understanding of the Catholic faith and desire to help children/youth in their faith formation. All catechists are provided with a teacher manual, lesson plans, and in-service opportunities.

- * **Little Church:** An activity-based program for 3 & 4 yr. olds held during 10:00 am Mass.
- * **Kindergarten-5th Grade:** Sessions held on Monday, Tuesday, and Wednesday at 4:30 pm and Monday & Wednesday at 6:30 pm. Kindergarten also meets on Sunday from 9:45 am to 11:00 am.
- * **Middle School:** Lead catechists facilitate and instruct 6th, 7th, and 8th grade youth with support and guidance of the middle school administrator.
- * **High School:** Facilitate small group with support and guidance from the high school administrator.
- * **Confirmation:** Confirmation team members meet with youth in a small faith sharing group to prepare for the celebration of the sacrament of Confirmation.

Catechist Substitute: Persons willing to help on occasion when regular catechist has a scheduling conflict. Materials will be provided. Please specify with which grade level you would like to work.

Chaperones: Monitor youth at events.

Retreat Help/Support: Help with special projects. Donate, prepare or serve food.

Children’s Liturgy of the Word Leader: Facilitate during 10:00 am Mass on Sunday. Children in kindergarten –3rd grade hear the scriptures proclaimed followed by a reflection and how they can live God’s Word daily. Children return to church for the Liturgy of the Eucharist.

Office Volunteer: Assist Christian Formation secretary with a variety of office duties and classroom preparation.

HEALTH MINISTRY

Contact: Carol Mueller, 920-865-7844

Blood Pressure Screening

Assist parish nurse with blood pressure screening that is offered monthly before and after Mass. Scheduled depending on availability, 2-3 times a year.

Blood Drive Volunteer

Volunteers needed in check-in area, canteen, or as a donor room aide. Blood drives held at our parish twice a year.

Helping Hands

Work with a family that needs relief. No nursing care required.

Examples: shopping for a person who is unable to get to a store, yard work, etc.

Transportation

Persons able to transport parishioners to and from appointments or church.

Meal Ministry

Make & deliver a meal to a parish family in need. Usually 2-4 times a year.

PASTORAL SERVICES

Prayer Chain Member

Contact: Lori Flanagan, 920-865-7844

Prays daily for the specified requests of our parishioners.

FOCCUS Couples

Contact: Fr. Dave Hoffman, 920-865-7844

Married couples interested in meeting with engaged couples. Administer the "Pre-Marital Inventory" and meet to discuss results, usually 3-4 times per couple.

Marriage Team Member

Contact: Doug Vine, 920-865-7844

Marriage improvement through identifying and planning programs, events, speakers, or activities that will enrich marriage relationships.

SOCIAL CONCERNS

Altar & Rosary Society

Contact Office: 920-865-7844

A friendly, caring group of Catholic women dedicated to sharing time and talent with those in need. We strive to deepen our faith and enjoy each other through meetings, social functions, and fellowship. The group offers hospitality for many parish functions, organizes funeral dinners, and supports local organizations that work with the homeless and needy. Some of our fundraisers are the Salad Supper and Parish Rumage & Bake Sale.

Meetings are held on the second Tuesday of each month (no summer meetings). The evening begins with prayer, followed by a business meeting, program, snacks, and fellowship. All women of the parish are welcome to attend the meetings.

Knights of Columbus

Contact Office: 920-865-7844

A lay Catholic fraternal service organization dedicated to Catholic values. The Knights support fund-raising drives such as Tootsie Roll Weekend, which helps support programs for children who are mentally or physically challenged. They also sponsor a booyah sale (spring and fall) that aids our parish and other charities in our area. Meetings are held the second Thursday of the month.

Justice & Human Concerns

Provides opportunities to become involved in outreach in the community as well as global efforts. Areas of involvement range from respect life concerns (from conception to death), awareness to live Christian values in our society, letter writing to legislators regarding social issues, etc.

St. Vincent de Paul

Lay persons serve those in need through charitable works. Volunteering at the St. Vincent de Paul store and Paul's Pantry and preparing food baskets for Thanksgiving and Christmas. Members decide the extent of their involvement.

NEW Shelter

Contact: Mike Lucas, 920-434-2059

Help plan, cook, or serve a meal once a month at the NEW Shelter in Green Bay. Many volunteers needed for each meal.

Ministry of Care

Contact: Carol Mueller, 920-865-7844

This ministry combines care ministry and first Friday communion visits. You meet once or twice a month with 1 or 2 parishioners, offering friendship, active listening, and communion. These parishioners may be homebound, in a care facility, experience loss, trauma or life changing experiences. Good listening skills and confidentiality required.

Training provided.

COMMUNITY LIFE

Mailing Helper

Contact: Kim Burkel, 920-865-7844

Volunteers help prepare parish mailings. A great way to meet others while providing a valuable service to the parish. Time commitment usually 2-3 hours during a weekday, as needed.

Office Helper

Contact: Kim Burkel, 920-865-7844

Assists parish staff with a variety of office duties, answers phone, prepares mailings, etc.

Funeral Dinner Helper

Contact Office: 920-865-7844

Groups alternate for serving funeral. They donate food, set tables, serve food and beverages, and clean up. Both men and women needed for this compassionate ministry. Great opportunity for retired folks.

Baker

Contact Office: 920-865-7844

Provide baked goods for various parish events such as Elder Meal, Mardi Gras, NEW Shelter Meal, receptions and special events.

Harvest Fest Worker

Contact: Kim Burkel, 920-865-7844

Entertainment and family fun highlight the annual event. There are a variety of areas for involvement. Sign-up boards for volunteers are in the gathering space in July.

Spring & Fall Grounds Crew/Snow Shoveling

Contact: Mike Grzywa, 920-865-7844

Trim bushes and trees, rake and pick up debris, shoveling the entry ways and put down salt prior to Mass when needed.

Set Up/Take Down

Contact: Mike Grzywa, 920-865-7844

Help prepare social hall and other parish space for various events. Help with set up and take down for Harvest Fest.

Garden Group

Contact Office: 920-865-7844

For those with a love of gardens and carefully groomed grounds that enhance our parish and facility. Meet once a week during spring and summer.

Prayer Shawl & Baptismal Blanket Ministry

Contact: Mary Anne McFarlane, 920-865-7455

For those who love to knit or crochet. Make shawls and lap robes for sick, homebound, and terminally ill. The group also makes blankets for baptisms. Helpful to know basic knit or crochet, and have needles or hooks. Meets weekly fall thru spring.

Ministry Phone List

Liturgical Ministers	Jennifer McAllister	865-7844
Music Ministers	Jennifer McAllister	865-7844
Christian Formation	Stacy Rasmussen	865-7677
Health Ministers	Carol Mueller	865-7844
Care Ministers	Carol Mueller	865-7844
FOCCUS Couples	Fr. Dave	865-7844
Marriage Enrichment	Doug Vine	865-7844
Altar Rosary Society	Contact Office	865-7844
Knights of Columbus	Contact Office	865-7844
Justice & Human Concerns	Lori Flanagan	865-7844
St. Vincent de Paul	Julie Kunzer	434-0331
	Kathy Edwardson	822-3102
NEW Shelter	Mike Lucas	434-2059
Office Services	Kim Burkel	865-7844
Funeral Dinner	Donna Sheedy	499-0159
Building & Grounds	Mike Grzywa	865-7844
Harvest Fest	Kim Burkel	865-7844