



Stewardship  
Opportunities

MINISTRY HANDBOOK  
2021 - 2022



**Spiritual Life & Worship**

Minister of the Word/Lector.....	6
Extraordinary Minister of the Eucharist.....	6
Altar Server.....	6
Minister of Hospitality.....	6
Cross Bearer.....	7
Usher.....	7
Church Art & Environment.....	7
Altar Angel.....	7
Prayer Line.....	7

**Music Ministry**

Adult Choir.....	8
Cantor.....	8
Instrumentalist.....	8
Resurrection Choir.....	8
Handbell Choir.....	8
Laudate Children’s Choir.....	8

# Table of Contents



## Administrative & General

Building & Grounds Committee .....	9
Occasional Clean-Up .....	9
Endowment .....	10
Parish Office Help .....	10
Exterior Gardening .....	10
Personnel Committee .....	10
Parish Picnic .....	10
Video Production Team .....	11
New Parishioner Tour Guide .....	11
New Parishioner Phone Ministry .....	11
Donut Sunday Hospitality .....	11
Photography .....	11

Table of Contents

Human Concerns

Respect Life Activities .....	12
Funeral Luncheons - Donate Food.....	12
Funeral Luncheons - Food Caller .....	12
Funeral Ministry.....	12
Young at Heart Leaders.....	13
Health Ministry .....	13
Prayer Shawl Ministry.....	13
Homebound Communion Minister.....	13
Quilters .....	13
St. Hyacinth’s Food Pantry.....	13
Giving Tree.....	14
Earth Ministry Garden .....	14
Earth Ministry Committee .....	14
St. Vincent de Paul Meal Program - Donate Food.....	14
St. Vincent de Paul Meal Program - Serve Food.....	14





# Table of Contents



## Sister Parish in Peru

Peru Family-To-Family Sponsor .....	15
Peru Support -- Other.....	15
Travel to Peru .....	15
Translate Peru Letters .....	15

## School

SCRIP Seller.....	16
Fundraising Event Team .....	16
Health Room Help.....	16
Playground Supervisor .....	17
Classroom Help.....	17
Lunchroom Help .....	17
Boy/Girl Scout Leader.....	17
Athletic Association Committee .....	17

# Table of Contents

## Lifelong Faith Formation

Fundraising Event Team .....	18
RCIA Team/Sponsor .....	18
Family Program Design Team.....	18
Catechist Pre-K - Grade 5.....	19
Summer Bible Camp Helper.....	19
Small Group Catechist Grades 6-8.....	19
Confirmation Co-Facilitator Grades 9-11 .....	19
High School Family Program Teacher .....	20
Grades 6-12 Youth Ministry Helper .....	20
Youth Retreat Helper .....	20
Child Care Helper.....	20
Faith Formation Office Help.....	20
Adult Bible Study Facilitator.....	20
Marriage Enrichment Committee .....	20
Early Childhood Ministry Helper .....	21
Baptism Ministry .....	21
Children's Liturgy of the Word Leader.....	21
Athletic Association Committee .....	21
Adult Retreat Planning Team .....	21





## **Minister of the Word/Lector**

Proclaims the Word of God at liturgies. Confirmed, high school age and older are welcome. Training & resources are provided. Scheduled about once per month.

## **Extraordinary Minister of the Eucharist**

Laity are privileged to share the Body and Blood of Christ with the faithful. Any confirmed member of the community is welcome. Training is provided. Scheduled about once per month.

## **Altar Server**

Serve during the Masses. Training is provided for adults and youth, male and female. An opportunity for married couples, father-son, or mother-daughter etc. teams to serve.

## **Minister of Hospitality**

Greets community members as they gather for worship, assists visitors, and provides information. Open to all, an opportunity for couples and families to server together.

# Spiritual Life & Worship

## **Cross Bearer**

High school and older carries the processional cross at Mass. Scheduled about once every two months.

## **Usher**

High school and older, male/female, welcomes and assists parishioners and collects their gifts at Mass. Scheduled for three months during the year

## **Church Art & Environment**

Plans church decorations for Advent, Christmas, Lent, Easter, and other feasts and seasonal events in the church calendar. Talents include creating and sewing banners, wreaths, floral arrangements, shopping for supplies, keeping plants and flowers watered, and installing and removing all decorations.

## **Altar Angel**

Cleans the altar, church linens, and sacred vessels and replaces the candles. Assigned one month each year.

## **Prayer Line**

This is a wonderful way to participate in the ministry of our parish from home! You will be e-mailed on an “as needed for prayers” basis and asked to pray at home for those on our prayer line.





# Music Ministry

**Staff Contact: Vincent LaTona x1109**



## **Adult Choir**

Rehearses Sept-May each Thursday at 7:00pm in the church, and occasional Saturday mornings during Advent and Lent. Usually sings at 9:00am Mass on Sundays, various events, and celebrations during the year.

## **Cantor**

Proclaims the psalm and leads the assembly in song at Mass. Cantors are expected to meet with the director for rehearsal the week prior to singing.

## **Instrumentalist**

Musicians of all kinds are encouraged to accompany at the Mass. Rehearsals vary. Various styles of music are welcome! A short interview with the Director of Music and Liturgy is required.

## **Resurrection Choir**

Sings on an as-needed basis. Rehearses a few times a year, and prior to funerals.

## **Handbell Choir**

Practices prior to Christmas, Easter, and other major feasts and celebrations. Prior experience or ability to read music is not necessary. Open to grade 6 through adult. Great activity for parent and child.

## **Laudate Children's Choir**

This group runs from November through May for Kids from grades 3-8. Rehearsals are on Thursday from 4:00 to 5:00. After school snack and fun activities including music, crafts, instruments.

## Administrative & General

The work of our parish facilities, finances, offices, and events is greatly benefited by the work of many hands. These ministries are part of Administrative Services or Stewardship and Communications, and are overseen by one of two staff members.

**Staff Contact: Art Scheuber x1107**

### Building & Grounds Committee

Oversees the maintenance, repairs, & safekeeping of parish buildings & grounds. Develops and maintains a long-term facilities plan. Reports to Finance Council. Usually meets on the first Thursday of the month at 7:00am.

### Occasional Clean - Up

A large clean-up effort occurs in the spring and fall. Workers are needed for extra grounds and building help. Additional help is needed during the year with church clean-up.





## **Endowment**

Oversees the investment and disbursement policies for the School and Faith Formation Endowment funds. Meets quarterly and reports to Finance Council.

## **Parish Office Help**

Provide parish office reception for 2 hours on Sunday mornings; or help process occasional mailings, stuff bulletins, etc.

## **Exterior Gardening**

Maintains the outdoor flowers and bushes around the church and parking lot. Includes planting, weeding, and trimming.

## **Personnel Committee**

Maintains & develops the parish human resource policies & procedures. Makes recommendations to the Finance Council concerning the adoption of parish personnel policies. Assists in the creation of the Employee Handbook. Meets every other month.

## **Parish Picnic**

Help make our annual picnic a success. The main focus is community building, and volunteers are needed to help with food, set up, or clean up.

# Administrative & General

**Staff Contact: Ben Brzeski x1106**

## **Video Production Team**

Assist in the production of video. This includes live-streamed events, as well as recorded content.

## **New Parishioner Tour Guide**

Serve as a tour guide and welcoming presence for newly registered or inquiring members. Schedule is flexible and based on your availability!

## **New Parishioner Phone Ministry**

Offers a warm welcome to newly registered members of the parish through phone calls. Also assists with the New Parishioner Breakfast twice a year.

## **Donut Sunday Hospitality**

Help set up, serve, and clean up. Typically, the second Sunday of the month.

## **Photography**

Sign up to be added to our list of parish photographers. You will be offered an orientation and then invited to serve at your convenience during various parish events





# Human Concerns

The area of Human Concerns fulfills the justice dimensions of Scripture and of the Tradition of Catholic Social Teaching by acknowledging that every Christian is called to service and to work for justice.

**Staff Contact: Debbie Klimko x1119**



## Respect Life Activities

Promotes the sacredness of all life, from conception to natural death, through parishioner engagement. Activities are held periodically during the year.

## Funeral Luncheons – Donate Food

Provides food items (fruits, vegetables, desserts, etc.) as needed for funerals. Donators are called on a rotating basis.

## Funeral Luncheons – Food Caller

Calls those who volunteer to donate food for funeral luncheons and tells them what to bring and when to bring it.

## Funeral Ministry

Offers support, hospitality and assistance to the family during the visitation, if the visitation is held here at the church. Ministers also set up the church for the Funeral Mass and assist as a Eucharistic minister, if needed.

# Human Concerns

## Young at Heart Planning Committee

Assist in the planning and execution of various social activities for mature members of the parish. The planning committee meets monthly and events are held approximately 4-6 times each year.

## Health Ministry

Carries out the healing mission of the Church by promoting the physical, spiritual, emotional, relational and interpersonal well-being of parishioners through educational materials and events.

## Prayer Shawl Ministry

Knits and crochets prayer shawls for those in need of comfort and prayers. No experience required. Meets the second Tuesday of each month at 7 p.m.

## Homebound Communion Minister

Bring communion to members of our parish who cannot be present to worship with us in person.

## Quilters

Make and sell quilts to raise money for the Peru Ministry. Some quilts are also sent to our sister parish in Peru. Also make "Prayers & Squares" quilts for those who are seriously ill.

## St. Hyacinth's Food Pantry

Distribute groceries at a food pantry in Milwaukee every Tues from 12:30-2:30 p.m. and/or Wed from 4-6 p.m. Wed volunteers carpool, leaving St. Anthony at 3 p.m.





## **Giving Tree**

Helps to set up, sort and deliver necessary items and gifts to the poor and those in need. Once per year during the second weekend of Advent.

## **Earth Ministry Garden**

Help weed, water and harvest produce from our parish garden for one week during the growing season. Can also help deliver produce weekly to the Pewaukee Food Pantry and the Waukesha Food Pantry.

## **Earth Ministry Committee**

Plan activities to engage parish members, staff, and other parish committees in caring for creation.

## **SVDP Meal Program – Donate Food**

Donates food or other items to the St. Vincent de Paul Meal Program in Milwaukee on the fourth weekend of the month.

## **SVDP Meal Program – Serve Food**

Serves food at the St. Vincent de Paul Meal Program in Milwaukee on the fourth Sunday of the month. Servers are scheduled for one Sunday per year.

# Sister Parish in Peru

In 1998, Fr. Joe Uhen, pastor of Santisimo Sacramento in Piura, Peru came to visit St. Anthony on the Lake as a missionary priest. What has developed since that initial visit is a successful sister parish relationship unlike any other in the Archdiocese of Milwaukee.

**Staff Contact: Maureen Michaels x1101**

## **Peru Family-to-Family Sponsor**

\$30 per month provides a family in our sister parish, Santisimo Sacramento, a monthly food package. Personal bonds are formed via letters & photos that can be exchanged.

## **Peru Support - Other**

There are many opportunities to provide support to our Sister Parish in Peru. Sponsor a young girl at Mother Redeemer girls home, help with funding the school, the farming program, medical clinic, hospice and more.

## **Travel to Peru**

A pilgrimage to visit our sister parish is held each year. Those participating volunteer in every program or ministry of our sister parish, delivering food packages, clothing, building casas, visiting homes and much more.

## **Translate Peru Letters**

Help translate the many letters received from the Peru family-to-family program.





# School

Our St. Anthony on the Lake parish-based school has many programs to offer our students in grades K3-8. We count on volunteers to help support the programs and opportunities of our fully accredited school.

**Staff Contact: Ellen Knippel x1121**



## SCRIP Seller

Sells SCRIP after all Masses and helps with regular orders. Schedule will vary with your preference.

## Fundraiser Event Team

Join this dynamic, fun group who plan, organize our annual fundraiser event to support our mission.

## Health Room Help

Provides care for children who become sick or injured during the noon hour. Open from 11:30-12:30pm on Monday through Friday so the secretary can have a lunch break. Scheduled in advance under an agreed-upon schedule. (No medical experience necessary)

## **Playground Supervisor**

Assists the staff with supervision of the lunchroom and playground during the noon hour. Supervisors are scheduled in advance under an agreed-upon schedule. There is also a need for substitutes.

## **Classroom Help**

Assists teachers with special projects and preparation for classroom activities. Times vary.

## **Lunchroom Help**

Assists the Hot Lunch Vendor in setting out, serving, and cleaning up the daily hot lunch offered to students and staff. Hours are generally from 11:00am to 1:00pm. Scheduled in advance under an agreed-upon schedule.

## **Boy/Girl Scout Leader**

Leads and guides the scouts in their activities.

## **Athletic Association Committee**

Assists the Athletic Director to manage all aspects of parish athletics including supplies, uniforms, practices, games and tournaments. Meetings are approximately once a month. You do not need to have a student in grades 5-8 to be involved.



# Lifelong Faith Formation

Formation in our faith is a lifelong journey. Volunteers support the many opportunities St. Anthony on the Lake parish offers to help people of all ages on this journey. A one-time Safe Environment class is required of all adults working with children.

**Staff Contact: Kathie Amidei x1104**



## **Fundraising Event Team**

Join this dynamic, fun group who plan, organize and put on our annual fundraiser event to support our mission.

## **Family Program Design Team**

Be part of a team that supports planning for the family activity portion of Family Program. Usually meets a few times a year.

## **Catechist Pre-K – Grade 5**

Share your faith with children! Teach about our Catholic faith to a small group in a classroom setting. No teaching experience is required. Materials, training and support are provided.

# Lifelong Faith Formation

## Summer Bible Camp Helper

Adults and teens grades 6 and up are welcome to help with planning, teaching Bible stories, guiding children to activities, music, and outdoor fun.

## Catechist for Grades 6-8

Our youth need your example of a vibrant faith life! Co-facilitate discussion and connect with 8-12 youth in a small group setting. Complete plans for sessions and discussions are provided. Adults and older teens are welcome in this ministry.

## Confirmation Co-Facilitator for Grades 9-11

Our youth need your example of a vibrant faith life! Facilitate discussion and connect with 8-12 youth in a small group setting. Complete plans for sessions and discussions are provided. Adults and older teens are welcome in this ministry.

## High School Family Program Teacher

Adults teach three to four-week sessions to a small group of teens. Course subjects vary. Training and curriculum are provided.





# Lifelong Faith Formation



## **Grades 6 – 12 Youth Ministry Helper**

Teen-friendly adults assist with service and social activities for high school and middle school youth, including retreats and summer mission trips.

## **Youth Retreat Helper**

Help as a leader on our youth retreats. Leaders grow in their faith as they share experiences with teens. Help with food is also appreciated. Older teens are welcome to help with retreat for younger teens.

## **Child Care Helper**

Help care for children on an occasional basis during Masses, evening or daytime programs, or meetings. Students Grade 6 and up are welcome to help too.

## **Faith Formation Office Help**

Help is always needed, and you can participate on your own schedule. Make copies, stuff folders and envelopes, or prepare materials for catechists.

## **Adult Bible Study Facilitator**

Share your love of Scripture leading or helping facilitate a small group for Bible Studies.

## **Marriage Enrichment Committee**

Help explore opportunities for marriage enrichment. Plan and assist with events.

## **Early Childhood Ministry Helper**

Help with programs and opportunities that support and build fellowship for families with young children.

# Lifelong Faith Formation

## **Baptism Ministry**

Welcome families and assist before, during and after the baptism celebrations during Mass or Sundays at 12:30 p.m. on an occasional basis. Training will be provided for this ministry.

## **Children's Liturgy of the Word Leader**

Help is needed to lead children ages 4 through Grade 1 for the Liturgy of the Word during Mass. Materials and training provided. Older students are encouraged to help.

## **Athletic Association Committee**

Assists the Athletic Director to manage all aspects of parish athletics including supplies, uniforms, practices, games and tournaments. Meetings are approximately once a month. You do not need a student in grades 5-8 to be involved.

## **Adult Retreat Planning Team**

Serve as a planner or leader on adult retreats. No experience necessary as brief training will be provided.

## **RCIA Team Member**

Serve as a facilitator, leader, or helper as necessary in the process of helping adults join the Catholic Church. Training provided.

## **RCIA Team**

Team members help coordinate the RCIA process and serve as facilitators in breaking open the Word. Brief training provided. Sponsors act as a source of support for those adults who wish to become members of the Catholic Church.



**We Are Incomplete Without  
YOU!**



**St. Anthony on the Lake  
2022 Stewardship Renewal**

[www.stanthony.cc/renewal](http://www.stanthony.cc/renewal)