2020 - 2021
Ministry Handbook

Group Exercise:
Ministry Commitments
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NOTE
Beside any description indicates opportunity suitable for children and/or teens
Spiritual Life, Worship & Liturgy

Spiritual Life & Worship Liturgy has been defined as “the work of the people.” Prayerfully consider participating in one of the following ministries to serve the people of God and enter even deeper into the Paschal mystery – Christ’s life, death, resurrection, and continuing presence in the world.

**Staff Contact:** Vincent LaTona x1109

**L2 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.

**L3 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.

**L5 Altar Server:** Serve during Masses. Training is provided for adults and youth. After being trained, sign-up is available online.

**L9 Minister of Hospitality:** Greets community members as they gather for worship, assists visitors, and provides information. Scheduled once every two to three months.

**L10 Cross Bearer:** High school and older carries the processional cross at Mass. Scheduled about once every two months.

**L11 Usher:** High school and older, male/female, welcomes and assists parishioners and collects their gifts at Mass. Scheduled for three months during the year.
L14  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.

L15  Altar Angel: Cleans the altar, church linens, and sacred vessels and replaces the candles. Assigned one month each year.

L17  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

L4 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.

L6 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.

L7 Instrumentalist: Musicians of all kinds are encouraged to accompany at Mass. Rehearsals vary. Various styles of music welcome!

L19  Resurrection Choir: Sings on an as-needed basis. Rehearses a few times a year, and prior to funerals.
Music Ministry

**L22 Five O’ Clock Club:** A small, informal ensemble who gather at 3:30 p.m. on Saturdays to sing for the 5:00 Mass, September through May.

**L23 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.

**Y20 Gaudete Choir:** Grades 6 through high school, sings for major feasts and special events. Rehearsal schedule will be given to those interested. This is a short-term commitment with four weeks of rehearsal prior to Advent/Christmas and Lent/Easter.

**Y24 Laudate Children’s Choir:** This group runs from November through May for kids from grades 1–5. Rehearsals are on Thursdays and begin with a snack time from 3:30-4 and then run from 4–5p.m.

**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

**A3 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.

**A4 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.

A8 Parish Office Help: Provide parish office reception for 2 hours on Sunday mornings; or help process occasional mailings, stuff bulletins, etc.

A9 Exterior Gardening: Maintains the outdoor flowers and bushes around the church and parking lot. Includes planting, weeding, and trimming.


S1 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.

H7 Funeral Luncheons – Serve Food: Prepares, serves, and/or cleans-up funeral luncheons. Volunteers are needed for the day and evening hours and do not need to stay the whole time. Volunteers are called on an as-needed basis.
A7 Social Media & Video: Assist in the management of parish social media channels or assist in the production of video.

A12 Engagement Team: Plan and implement strategies to grow parishioners’ sense of belonging, community and engagement; usually meets once a month or every other month.

H14 New Parishioner Welcome 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.

S11 Donut Sunday Hospitality: Help set up, serve, and clean up. Typically, the second Sunday of the month.

S12 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.

H4 Respect Life Activities: Promotes the sacredness of all life, from conception to natural death, through parishioner engagement. Activities are held periodically during the year.

H6 Funeral Luncheons – Donate Food: Provides food items (fruits, vegetables, desserts, etc.) as needed for funerals. Donators are called on a rotating basis.
Human Concerns

H8 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.

H9 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.

H10 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.

H15 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.

H17 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.

H19 Homebound Communion Minister: Bring communion to members of our parish who cannot be present to worship with us in person.

H25 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.
Human Concerns

H26 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.

H28 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.

H29 MacCanon Brown Homeless Sanctuary: Periodically provide a food item to be served at the MBHS Meal Program on Friday afternoons, or periodically join others from St Anthony's in serving at the MBHS Meal Program on Friday afternoons from 2:30 to 5 p.m. (carpool available with experienced volunteers)

H30 Family Promise: Help to provide shelter at local churches for families in need in Waukesha County. You can choose to provide meals, share fellowship or sleep overnight.

H32 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 MacCanon Brown Homeless Sanctuary in Milwaukee.

H32 Earth Ministry Committee: Plan activities to engage parish members, staff, and other parish committees in caring for creation.

V2 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.

V3 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

P1 Peru Family-to-Family Sponsor: $25 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.

P3 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.

P4 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.

P5 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

E4 SCRIP Seller: Sells SCRIP after all Masses and helps with regular orders. Schedule will vary with your preference.

E5 Fundraiser Event Team: Join this dynamic, fun group who plan, organize our annual fundraiser event to support our mission.

E6 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.

E7 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.

E12 Classroom Help: Assists teachers with special projects and preparation for classroom activities. Times vary.

E13 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.

S10 Boy/Girl Scout Leader: Leads and guides the scouts in their activities.
School

S5 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 onetime Safe Environment class is required of all adults working with children.

Staff Contact: Kathie Amidei x1104

F2 Fundraising Event Team: Join this dynamic, fun group who plan, organize and put on our annual fundraiser event to support our mission.

F3 RCIA Team/Sponsor/Dismissal Leader: 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.

F8 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.

F9 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.
F11 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.

F12 Family Program Facilitator for Grades 6-8: 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.

F13 Confirmation 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.

F14 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.

F15 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.

F16 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.

F17 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.
F18 Faith Formation Office Helper: Help is always needed, and you can participate on your own schedule. Make copies, stuff folders and envelopes, or prepare materials for catechists.

F20 Adult Bible Study Facilitator: Share your love of Scripture leading or helping facilitate a small group for Bible Studies.

F21 FaithWorks Committee: Help develop, coordinate and facilitate service-learning activities.

F23 Marriage Enrichment Committee: Help explore opportunities for marriage enrichment. Plan and assist with events.

F24 Early Childhood Ministry Helper: Help with programs and opportunities that support and build fellowship for families with young children.

F27 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.

F29 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.
Lifelong Faith Formation

**F31 CYM Youth Sports Leader:** Coordinate or serve as a coach for our high school youth basketball program.

**S4 Men of St. Anthony Leadership Team:** Provides fellowship and spiritual formation for the men of the parish, supports the youth Faith Formation programs and does special projects for our sister parish in Peru.

**S5 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.

**F30 Adult Retreat Planning Team:** Serve as a planner or leader on adult retreats. No experience necessary as brief training will be provided.
Thank you