

# St Paul

PARISH & SCHOOL

**2017 – 2018**

MINISTRY GUIDE





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Dear Friends,

Another year has come and gone since my assignment as your pastor. I continue to count the Lord's blessings in my life and in the life of St. Paul Parish.

I just looked at our parish database a couple days ago and discovered, that after updating it, we have 1770 households. This is one of, if not the biggest parish in the Diocese of Springfield in Illinois.

At one time, St. Paul Parish was served by three priests. Now it is served by only one. What does that mean for us? First of all, it means we need to pray for vocations to the priesthood and encourage our young men to consider God's call. Secondly, it means sharing the responsibility of working in the Lord's vineyard, here at St. Paul Parish.

Obviously, with over 4,400 individuals in our parish, I cannot tend to every aspect of parish life and the nurturing of parishioners in the faith. It takes all of us to hear God's call to be his disciples. Many of our parishioners are already doing so much in various apostolates of the parish, and yet there is so much more to do.

For those who have not been able to help to this point, I ask "can you help?" Listen to God stirring within your heart, and pray to the Lord for courage to answer his call to serve him. This ministry guide booklet offers many opportunities to serve the Lord here at St. Paul Parish.

Young and "older," we are all so busy, but I ask, how much time are we devoting to the Lord? Are we praying enough, studying our faith enough, "washing each other's feet" enough. From John's gospel:

*"So when he had washed their feet and put his garments back on and reclined at table again, he said to them, "Do you realize what I have done for you? You call me 'teacher' and 'master,' and rightly so, for indeed I am. If I, therefore, the master and teacher, have washed your feet, you ought to wash one another's feet. I have given you a model to follow, so that as I have done for you, you should also do."* Jn 13:1-15; Holy Thursday, Mass of the Lord's Supper

I hope you find this ministry guide helpful in living your faith at St. Paul Parish. Contained within is parish contact information, history, policies and ministry opportunities. Please consider making a commitment of your time, talent and treasure. All that we have is a gift from our generous God; let's give back to the Lord in the measure God has given to us.

Thanks to each of you as we journey in faith as true believers. Thanks to our advertisers who helped to make this book possible. Please support them.

May God continue to bless us as we all journey in faith,  
Fr. Pat and the St. Paul Parish Staff

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## **PARISH INFORMATION**

### **PARISH OFFICE**

1412 Ninth Street  
Highland, IL 62249  
618-654-2339  
Fax: 618-654-9980

Website: [www.stpaulhighland.org](http://www.stpaulhighland.org)

Office Hours:	Monday—Friday	8:00 am—4:30 pm (closed Noon—1:00 for lunch)
	Saturday	9:00 am—1:00 pm
	Sunday	9:00 am—1:00 pm

### **LITURGY (MASS) SCHEDULE**

Saturday Anticipated:	5:00 pm
Sunday:	7:30, 9:30 and 11:30 am
Monday, Tuesday, Thursday:	7:00 am
Wednesday (Hospital Mass):	7:00 am (at St. Joseph Hospital Chapel)
Friday :	8:20 am
Holy Days:	As scheduled and published

### **THE RITE OF RECONCILIATION**

Saturday:	3:30—4:00 pm Anytime by appointment
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**WELCOME NEW PARISHIONERS!**

**Please stop by the parish office to register.**

## PARISH STAFF

To contact any staff member, call the main parish number 654-2339; when prompted, enter extension number or choose the staff listing by name to contact that person.

### **Pastor and Hospital Chaplain:**

Fr. Pat G. Jakel 618-830-1595  
pjakel@stpaulhighland.org

### **Pastor Emeritus:**

Msgr. David L. Peters  
pdqna@hometel.com

### **Permanent Deacon:**

Deacon Dave Bohnenstiehl  
daveb14140@earthlink.net

### **Exec. Mgr./Spiritual Direction:**

Michael Durbin x203  
mdurbin@stpaulhighland.org

### **Finance/Bookkeeping:**

Jean Nolte x205  
jnolte@stpaulhighland.org

### **Office Manager:**

Jennifer Hilling x200  
jhilling@stpaulhighland.org

### **Administrative Assistant:**

Laurie Scott x215  
lscott@stpaulhighland.org

### **Adult Faith Formation, Ministry Development, Communications:**

Deanna Harlan x217  
dharlan@stpaulhighland.org

### **Children & Catechist Faith Formation:**

Ron Knapp x210  
rknapp@stpaulhighland.org

### **Pastoral Care, Spirituality Development, Spiritual Direction:**

Lorraine Senci x202  
lsenci@stpaulhighland.org

### **PSR Co-Directors:**

Mary Kay Durbin x216  
Kyle Klostermann x216  
psr@stpaulhighland.org

### **Youth Ministry Co-Directors**

Braden/Andrea Henze x219  
ym@stpaulhighland.org

### **Procurator-Avocate for Marriage Annulments:**

Mary Lou Meridith  
jamesmeridith@charter.net

### **Facilities Superintendent**

Dale Triplett x206  
dtriplett@stpaulhighland.org

### **Liturgical Music Coordinator:**

Dineen Czar  
dczar@stpaulhighland.org

### **Liturgical Art & Environment:**

Joan Riffel  
tjriffel50@gmail.com

### **School Principal:**

Kathy Sherman x300  
ksherman@stpaulhighland.org

### **Vice Principal & School Development:**

Renee Mitchell x301  
rmitchell@stpaulhighland.org

### **RCIA: Deanna Harlan & Ron Knapp**

## PARISH LEADERSHIP COUNCILS

### **Pastoral Council Chair:**

TBD

### **Temporal Goods Co-Chairs:**

Howard Held  
how.lin79@gmail.com

### **Jerry Rehkemper**

jerryreh@gmail.com

### **Stewardship & Discipleship Chairs:**

Paula and Jerry Rehkemper  
paulareh@gmail.com  
jerryreh@gmail.com

### **Cemetery Board Chair:**

Jay Korte  
Contact Parish Office

## PARISH HISTORY

### A rich history of serving area Catholics...

St. Paul Parish of Highland, IL is but a few years younger than Highland itself. In December 1843, the Catholics in and around Highland (a village of 60 families) decided to build a frame church. The cornerstone was laid on May 1, 1844 and was ready for occupancy in 1846. In 1854, a new brick church was built and on Easter Sunday, 1856, the first services were held. In 1951, the second church was razed to make room for a much needed larger church with a seating capacity of 800. On October, 12, 1952, the dedication of the present church was held. Through the years, St. Paul's has grown to meet the needs of its congregation. Today, the parish serves more than 5,000 area Catholics.

St. Paul School provides Catholic education of children from pre-school through eighth grade. The current grade school was constructed in 1956, with a major renovation in 1993.

In 1995, the former St. Paul High School building was renovated to better serve St. Paul Parish. It is now known as the parish center, St. Paul Hall. The building is now used for the Religious Education Program, meetings, parish gatherings, gymnasium, and cafeteria.



## IMPORTANCE OF REGISTRATION

In order to assure full membership in the St. Paul faith community and guarantee that you will receive regular communication from your parish, please register with us as soon as possible. In addition, your parish membership is necessary before you can prepare to receive the initiation sacraments of Baptism, First Communion, Confirmation or the sacrament of Holy Matrimony. Register at the parish office or by calling 618-654-2339.



## **GENERAL INFORMATION**

St. Paul Parish publishes a weekly bulletin with detailed information about parish ministries and activities. Please read the bulletin and become actively involved in our parish. The parish also maintains a website **[www.stpaulhighland.org](http://www.stpaulhighland.org)**, where you can find additional parish and school information, on-line giving opportunities, and more. Please visit the site regularly. You can also find us on Facebook.

## **GENERAL POLICIES**

1. All buildings on St. Paul Parish and School property are smoke-free and smoking in any building is not permitted.
2. All parish buildings and property are off limits for non-parish fundraising activities. Only St. Paul Parish groups, functions and organizations are permitted to fundraise, but only by making a request through the parish office.
3. Parish facilities are available for parish use only.
4. Any parishioner wishing to schedule use of facilities at St. Paul Parish must: make a request through the parish office, be responsible for signing out and returning the required key, and take full responsibility for the facilities used.
5. The use of skateboards, roller blades, roller skates, bicycles, scooters, etc. on parish property is not permitted due to insurance regulations.
6. In case of severe weather, all events and meetings are cancelled if there are Highland School District closings. For weekend Masses and events, use your good judgement about whether it is safe to travel to the parish.

## **CEMETERY INFORMATION**

St. Paul owns and operates St. Joseph Cemetery located on Michael Road in Highland. The management and operation of the cemetery is governed through a joint venture between parish staff and a cemetery board, comprised of parishioners. Maintenance and landscaping for the cemetery is also performed by the parish. Anyone interested in purchasing a plot or desiring to make any funeral related arrangements is asked to contact: Jennifer Hilling, Parish Secretary, 654-2339 or [jhillling@stpaulhighland.org](mailto:jhillling@stpaulhighland.org).

## ST. PAUL PARISH CHURCH ETIQUETTE

Our church is a sacred place for divine worship where the Son of God, Jesus is present, body, blood, soul, and divinity, in the tabernacle. Even further, Jesus is present in each of us and all our brothers and sisters around us, and we need to treat each other with due respect. As we enter God's house, we need to remember that there is something profound and ageless going on...God is changing the world! And, we get to participate!

To that end, here are a few reminders...

- ◆ The Church asks us to fast one hour prior to receiving the Eucharist where we do not eat or drink anything but water and medicine. *(Come hungry, leave happy!)*
- ◆ Please do not chew gum during Mass. *(Refresh your life with Jesus FIRST; then double your pleasure, double your fun after Mass.)*
- ◆ Engage in the Mass as it is a celebration of the entire community; private prayer and devotions, such as the rosary, should be prayed before or after Mass. *(Play nice!)*
- ◆ Bring children's Bibles or age appropriate Bible story books and soft, quiet toys for toddlers. *(Adults can play with toys after Mass.)*
- ◆ Put your mobile devices aside; leave them in your vehicle or home. If you have them with you, move them to the silent mode. No texting, working, or playing games, etc. *(Can you hear me now?)*
- ◆ Bow to the Altar before entering your pew; genuflect to the tabernacle. *(Kiss the pastor!)*
- ◆ Take a bathroom break immediately before you leave home or use the bathroom before entering the church proper. *(Raise your hand during Mass for permission to go potty.)*
- ◆ If you need to exit the church proper during Mass, wait for the Hospitality minister's cue to return to your pew. Avoid creating these distractions during the readings, homily or Eucharistic prayer. *(Distractions will result in your being sent to the pastor's office.)*
- ◆ Move the kneelers to the upright position slowly and quietly. *(Make noise on your steering wheel or dash on the way home.)*
- ◆ Do not carry on conversation during Mass. *(We want to hear the scoop too!)*
- ◆ Parents with crying children may go to the "cry" room. *(Or parents who want to cry.)*
- ◆ Refrain from leaving Mass early. *(Shock devices have been installed on all outside doors.)*
- ◆ Wear proper attire during Mass so as to dignify our celebration as special. Dress modestly and appropriate for Mass. *(Tux and evening gown optional.)*
- ◆ Move to the middle of the pew to allow for seating of others. *(There is an extra charge for the end of pews.)*
- ◆ Participate through responses and singing. *(God made your voice, the least you can do is punish Him with it!)*
- ◆ Children are encouraged to attend Mass and participate in Fr. Pat's children's homily. *(Sneaky way to get the parents to pay attention.)*

## CELEBRATING SACRAMENTS AT ST. PAUL PARISH

The sacraments are Christ's own gift that provide us with His grace which enables each of us to turn back to God and to remain united with God through this life and through eternity. They are the divine helps which God gives us to enable us to; believe the truths of His faith, live according to His moral code, and grow in His gift of divine life, thereby strengthening and building up the Church. The seven sacraments are a fundamental part of the Catholic faith.

### **Sacraments of Initiation**

God's grace, by its nature, is invisible. However, God in His wisdom, chose to bestow His grace in a visible way to give us the quieting certainty that we had received grace when He did give it. The visible carriers of grace in the three sacraments of initiation are: water for the grace that cleanses in baptism, the appearances of bread and wine for the grace which nourishes and gives growth in the Most Holy Eucharist, and oil for the grace which strengthens in confirmation. The sacraments of baptism, confirmation and the Most Holy Eucharist are so interrelated that they are required for full Christian initiation.

### **Baptism**

This is the beginning of the sacramental life of an individual within, or entrance into, the Church. When a person is baptized, they are cleansed of original sin and receive sanctifying grace, the life of God within their soul. This grace prepares them for the reception of the other sacraments. The guidelines for infant baptism at St. Paul Parish are:

- ◆ The parent(s) of the child **MUST**:
  - ◇ Be registered member(s) of St. Paul Parish
  - ◇ Be actively participating and living their faith (minimally following the Precepts of the Church) for at least six months; attending Mass regularly—daily or weekly to ensure that they truly intend to raise this child in the practice of the faith
  - ◇ Attend and participate in one Pre Jordan class offered each month in the parish. This is a required preparation before a child may be baptized at St. Paul. Attendance is required for each child to be baptized.
- ◆ Baptisms are celebrated during Mass, usually the first two full weekends of the month, at alternate Mass times.

Contact Information:

For answers to additional questions you may have, contact Deanna Harlan, ext 217 or [ddharlan@stpaulhighland.org](mailto:ddharlan@stpaulhighland.org).

## **The Most Holy Eucharist**

The sacrament of the Most Holy Eucharist is the most glorious sacrament, in which Christ the Lord himself is contained, offered and received, and by which the Church constantly lives and grows. The Eucharistic Sacrifice, the memorial of the death and resurrection of the Lord, in which the sacrifice of the cross is preserved over the centuries, is the summit and the source of all Christian worship and life. It signifies and effects the unity of the people of God and achieves the building up of the Body of Christ...(Can. 897)

It is the responsibility, in the first place, of parents and those who take the place of parents, as well as of the pastor, to see that children who have reached the age of reason are correctly prepared and are nourished by the divine food as early as possible, preceded by sacramental confession...(Can. 914)

To meet that goal, second grade students and their families will continue their child's faith journey through sacramental preparation for **First Reconciliation and First Holy Eucharist**. St. Paul School students complete their preparation and formation during Religion classes in school and public school students complete the process through PSR classes. First Reconciliation is typically celebrated in December with First Holy Eucharist following in April.

### **Contact Information:**

For answers to additional questions you may have – Contact Ron Knapp @ 654-2339 x210, [rknapp@stpaulhighland.org](mailto:rknapp@stpaulhighland.org).

## **Confirmation**

The sacrament of confirmation impresses a character, and by it the baptized, continuing on the path of Christian initiation, are enriched by the gift of the Holy Spirit and bound more perfectly to the Church. The sacrament strengthens them and obliges them more firmly to be witnesses to Christ by word and deed and to spread and defend the faith. (Can. 879) This is the final of the three sacraments of initiation.

At St. Paul Parish, the sacrament of confirmation is celebrated in the eighth grade for both Catholic and public school youth. St. Paul students complete their preparation and formation during Religion classes during school and the public school students complete the process through an evening program. In addition, all parish 8th grade candidates participate in a number of discipleship opportunities throughout the year. The date for the sacrament of confirmation to be celebrated in our parish is usually in April with +Bishop Thomas John Paprocki.

### **Contact Information:**

For answers to additional questions you may have – Contact Ron Knapp @ 654-2339 x210, [rknapp@stpaulhighland.org](mailto:rknapp@stpaulhighland.org).

## **Marriage**

Within the Catholic Church, marriage is a holy vocation; a call from God to grow in love and holiness; a call to be faithful. Responding to this call is a big responsibility requiring the couple's personal faith response in the context of our parish community. The Church provides support to engaged couples through a special marriage preparation process.

One or both of the engaged must be registered and living their faith at St. Paul Parish for at least six (6) months in order to celebrate their wedding here. Non parishioners may be married at St. Paul as long as they are registered and living their faith at the Catholic parish where they currently reside.

Engaged couples must contact the parish priest at least six (6) months, preferably a year, in advance of the proposed date of their wedding.

Couples can pick up a marriage preparation packet at the parish office as soon as they are engaged. Wedding dates will be booked permanently on the parish calendar after the initial interview with the parish priest.

**Couples: Please secure your wedding date at the church BEFORE making arrangements for the reception hall, caterers, etc.**

### **The preparation process includes:**

- ◆ The initial interview with the priest/deacon
- ◆ An online pre-marriage inventory completed
- ◆ A review of the pre-marriage inventory with the priest/deacon
- ◆ A formal marriage preparation program
- ◆ The planning of the wedding liturgy—contact Dineen Czar at [dczar@stpaulhighland.org](mailto:dczar@stpaulhighland.org)
- ◆ Rehearsal & Wedding Ceremony

### **Contact Information:**

For an appointment, contact - Fr. Pat G. Jakel - [pjakel@stpaulhighland.org](mailto:pjakel@stpaulhighland.org)

For additional questions, contact the parish office at 654-2339, ext. 200, or Deanna Harlan, ext. 217 OR [धारलन@stpaulhighland.org](mailto:धारलन@stpaulhighland.org)

## **REGULARIZING MARRIAGES IN THE CATHOLIC CHURCH**

It is always our hope that Catholics follow Catholic “form” when getting married. This is one of the Precepts of the Catholic Church. Destination weddings and other weddings outside the church building are not permissible for Catholic persons. Marriage within the church building itself maintains an individual's good standing in the Church.

Even now, if your wedding didn't follow the Church's form, you are encouraged to attend Mass regularly. However, the Church understands that you need to convalidate (regularize) your marriage before receiving the Eucharist.

Couples who are in this situation are asked to speak with the pastor, deacon, or another member of our parish staff to inquire about having your marriage recognized in the Catholic Church. We are filled with hope for your returning to us at the table of the Eucharist.

## **The Anointing of the Sick**

“By the sacred anointing of the sick and the prayer of the priests, the whole Church commends those who are ill to the suffering and glorified Lord, that he may raise them up and save them. And indeed she exhorts them to contribute to the good of the People of God by freely uniting themselves to the Passion and death of Christ.” (CCC 1499)

**“The Anointing of the Sick ‘is not a sacrament for those only who are at the point of death.’ Hence, as soon as anyone of the faithful begins to be in danger of death from sickness or old age, the fitting time for him to receive this sacrament has certainly already arrived.” (CCC 1514)**

“If a sick person who received this anointing recovers his health, he can in the case of another grave illness receive this sacrament again. If during the same illness the person’s condition becomes more serious, the sacrament may be repeated. It is fitting to receive the Anointing of the Sick just prior to a serious operation. The same holds for the elderly whose frailty becomes more pronounced.” (CCC 1515)

“...It is the duty of pastors to instruct the faithful on the benefits of this sacrament. The faithful should encourage the sick to call for a priest to receive this sacrament. The sick should prepare themselves to receive it with good dispositions, assisted by their pastor and the whole ecclesial community, which is invited to surround the sick in a special way through their prayers and fraternal attention.” (CCC 1516)

**Parishioners who are seriously or critically ill, or having surgery, should (or their family member) contact the parish office, 654-2339 OR Fr. Pat, 618-830-1595, for the celebration of the sacrament.**

## **Holy Orders and the Vowed Life**

How is God calling you to live out your life in service to Him and His people? Some people live the single life as a witness to the holiness of God in the world. For many, God’s call to them is to the sacred bond of marriage. For others though, there is a “different” call. God is still calling holy men and women to serve Him and the Church through sacred orders (bishops, priests and deacons) and the religious life. Could God possibly be calling you to something “different”? Consider the priesthood or religious life as the way that God might be calling you to follow Him!

Interested in becoming a priest, deacon or vowed sister or brother?

Contact:

Fr. Pat, [pjake1@stpaulhighland.org](mailto:pjakel@stpaulhighland.org) (preferred) OR call the Diocese of Springfield Office for Vocations, Director, Rev. Brian C. Alford, at (217) 698-8500 ext. 194.

# ST. PAUL CATHOLIC SCHOOL

618.654.7525

**Principal:**

Mrs. Kathy Sherman  
x300 • ksherman@stpaulhighland.org

**Music Director:**

Mrs. Andrea Henze  
x335 • ahenze@stpaulhighland.org

**Vice Principal/Development:**

Mrs. Renee Mitchell  
x301 • rmitchell@stpaulhighland.org

**School Cafeteria:**

Mrs. Denise Capelle  
x222 • dcapelle@stpaulhighland.org

**Administrative Assistant:**

Mrs. Debbie Furlow  
x302 • dfurlow@stpaulhighland.org

**St. Paul Educational Foundation:**

Mr. Don Johannes  
donald@johannes-law.com

**Athletic Director:**

Mrs. Staci LaPorta  
x220 • slaporta@stpaulhighland.org

Mrs. Mary Thole  
mthole22@icloud.com

**St. Paul Catholic School is committed to the  
four-fold purpose of Catholic education:**

*WORSHIP   MESSAGE   COMMUNITY   SERVICE*

We believe in the value of each child as a unique individual loved by God. We strive to create an environment which will challenge students to grow in their faith, to reach their fullest potential, and to develop a healthy acceptance of self and a Christian respect for others.

As our students learn and grow, they make Jesus and the Catholic faith an active part of their daily lives. At St. Paul Catholic School, our goal is to lay a foundation for each child that will allow them to not only become successful, but more importantly, allow them to lead a life as a faithful disciple of Jesus Christ.



*ST. PAUL CATHOLIC SCHOOL*

*CATHOLIC VALUES - ACADEMIC EXCELLENCE*



Visit our website to learn  
more about our school!

[www.stpaulhighland.org](http://www.stpaulhighland.org)

## What will you find at St. Paul Catholic School?

Your child will be...

***Faith Filled***—Daily classroom instruction in the Catholic Faith.

***Engaged***—Comprehensive curriculum that exceeds State of IL and Diocesan learning standards.

***Developed***—Character and leadership development at all levels.

***Successful***—High scores on nationally standardized tests.

***Supported***—Caring, experienced faculty with a holistic approach to education.





## WHAT IS STEWARDSHIP?

“Stewardship is the ability to share one’s gifts of life, time, talents, and resources with others with no strings attached and no conditions.”

-the late Archbishop Thomas Murphy, Seattle

“Come, you who are blessed by my Father. Inherit the kingdom prepared for you from the foundation of the world. For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me. Then the righteous will answer him and say, ‘Lord, when did we see you hungry and feed you, or thirsty and give you drink? When did we see you ill or in prison, and visit you?’ And the king will say to them in reply, ‘Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.’”

(Matthew 25:34-40)

### **Our Prayer for Stewardship**

Jesus, teach us to pray and keep prayer a priority in our lives.  
Help us to manage our time so that we can spend it with you.

Holy Spirit, fill us with your gifts.

Help us discern our own unique, God-given talents that we may use them in serving you and your people.

May we offer ourselves in sacrifice for our parish, our families, and our community both locally and worldwide and for all in need.

Father, give us generous and charitable hearts.

Help us to manage our finances and to offer first fruits to you through your church.

Open our eyes and hearts to the needs of all our brothers and sisters near and far.

As your faithful disciples, we ask this for ourselves and for all the faithful everywhere, through Jesus Christ our Lord.

Amen.

# ***Discipleship & Stewardship at St. Paul***

At St. Paul, our desire is to become intentional disciples and good stewards of our lives. Knowing that everything in life is a super abundant gift, freely bestowed upon us by the Lord, to enrich us, but also bless us and benefit others, we strive to follow the Pillars of Parish Stewardship.

## **The Pillars of Parish Discipleship & Stewardship**

### **Hospitality - Christian Kindness**

*'When I was a stranger, you welcomed me.'* Matt 25:35

### **Prayer - A Heart to Heart with God**

*'Prayer is as necessary to our souls as food is to our bodies.'* from *Characteristics of a Christian Steward*

### **Formation - Continuous Conversion**

*'Being a disciple is not just something else to do, alongside many other things suitable for Christians, it is a total way of life and requires continuing conversion.'*

*from USCCB's Stewardship a Disciple's Response - Pastoral Letter on Stewardship*

### **Service - Love in Action**

*'...Amen I say to you, whatever you did for the least of my brothers, you did for me.'* Matt. 25:40

- \* Mature disciples make a conscious, firm decision, carried out in action, to be followers of Jesus Christ no matter the cost to themselves.
- \* Beginning in conversion, change of mind and heart, this commitment is expressed not in a single action, or even in a number of actions over a period of time, but in an entire way of life. It means committing one's very self to the Lord.
- \* Stewardship is an expression of discipleship, with the power to change how we understand and live out our lives. Disciples who practice stewardship recognize God as the origin of life, the giver of freedom, the source of all they have and are and will be. They are deeply aware of the truth that "The Lord's are the earth and its fullness; the world and those who dwell in it" (Ps 24:1). They know themselves to be recipients and caretakers of God's many gifts. They are grateful for what they have received and eager to cultivate their gifts out of love for God and one another.

*excerpt from USCCB's "Stewardship: A Disciple's Response"*

## **LISTING OF PARISH MINISTRIES & ORGANIZATIONS**

**\*\*To participate in any ministry in a Catholic parish in the Springfield Diocese, you MUST complete the Protecting God's Children program. Sessions are held the first Thursday of every month. Call the parish office to register for session. (see pg. 43)\*\***

### **LITURGICAL/WORSHIP**

#### **ADULT CHOIR**

**Contact:** Sam Schwarztrauber

**Phone:** 654-2081

**Email:** sam.schwarztrauber@yahoo.com

**Goals and Purpose:** The choir enhances and supports the sung prayer of the assembly and adds to the dignity and beauty of the liturgy through its music.

**Responsibilities:** The adult choir sings at many of the 9:30 AM Masses on Sundays throughout the year, the liturgies of Holy Week, Christmas and other special occasions.

**Helpful Attributes:** Talented sopranos, altos, tenors and basses of various ages (over 16) who enjoy singing traditional and other sacred music for our parish worship.

**Time Commitment:** Rehearsals are held on Wednesdays at 7:30 pm from the end of Aug./beginning Sept. normally through May. Should commit to each Mass when the choir is scheduled.

**Training Required:** Protecting God's Children **required**.

**“Bless the Lord, all you his hosts, his ministers who carry out his will.”**

**Psalm 103:21**

## **ALTAR SERVERS**

**Contact Person:** Deanna Harlan

**Phone:** 654-2339 x217

**Email:** dharlan@stpaulhighland.org

**Goals and Purpose:** Altar servers minister at God's altar by assisting the priest during Mass with reverence, dignity and love.

**Responsibilities:** Must fulfill scheduled commitments or be willing to find a substitute. Must be able to arrive at least 15 minutes prior to Mass. Appropriate dress is required.

**Helpful Attributes:** Girls and boys must be in the fifth grade or older.

**Time Commitment:** Girls and boys in the fifth grade and older serve at all-school and weekend Masses as scheduled for chosen Mass time. Adults serve at the 7:00 AM morning mass during the week and at funerals.

**Training Required:** All servers must attend an initial training session as scheduled. Boys and girls must also be willing to attend any extra meetings or practices for special liturgies or Masses. Protecting God's Children **required** for adults over 18.

## **ART & ENVIRONMENT**

**Contact Person:** Joan Riffel

**Phone:** 654-2559

**Email:** tjriffel50@gmail.com

**Goals and Purpose:** To enhance the church liturgies, making them more meaningful, through the use of liturgical decorations.

**Responsibilities:** Decorate the church for Advent/Christmas, Lent/Easter and any additional special services throughout the year.

**Helpful Attributes:** Any and all talents are welcome, from being a team leader to being part of the team.

**Time Commitment:** As needed to change the liturgical environment.

**Training Required:** Protecting God's Children **required**.

**Meeting Schedule:** As needed

## **CANTORS**

**Contact Person:** Dineen Czar

**Phone:** 314-614-2265

**Email:** dineenczar@korteluitjohan.com

**Goals and Purpose:** To serve as song leaders, facilitating the sung prayers of the gathered assembly at the celebration of the Mass.

**Responsibilities:** Should have or acquire knowledge of the role of music in worship, particularly regarding the ministry of cantor. Appropriate dress is required.

**Helpful Attributes:** Strong, articulate voice (preferably trained singing voice).

**Time Commitment:** As scheduled for Masses and rehearsals as necessary.

**Training Required:** Practice with Liturgical Music Coordinator. Protecting God's Children **required**.

## **CONTEMPORARY CHOIR**

**Contact Person:** Andrea Henze

**Phone:** 618-973-8574

**Email:** andibug@gmail.com

**Goals and Purpose:** The choir enhances and supports the sung prayer of the assembly and adds to the dignity and beauty of the liturgy through its music.

**Responsibilities:** This choir sings year round at most 11:30 masses.

**Helpful Attributes:** Talented singers and instrumentalists of all ages and voice ranges. Enjoys singing and/or playing instruments in a group setting. Note: Instruments especially encouraged to join are: flutes, violins, guitars, percussion. Others are welcome as music allows.

**Time Commitment:** On Sunday mornings and other times as needed. Schedule is made monthly. Members are welcome to attend when able. It is not necessary to be at every event to join.

**Training Required:** Protecting God's Children **required**.

**“That I may praise God’s name in song and glorify it with thanksgiving.”**

**Psalms 69:31**

## **EUCCHARISTIC MINISTERS**

**Contact Person:** Deanna Harlan

**Phone:** 654-2339 x217

**Email:** dharlan@stpaulhighland.org

**Goals and Purpose:** A response to your Baptismal call to serve God's people by assisting the priest in distribution of Holy Communion at all weekend Masses and at the 7:00 am daily Mass during the week. A Eucharistic Minister shares the Bread of Life with others.

**Responsibilities:** Must fulfill monthly or daily assignments (as preferred) for distribution of Holy Communion or be willing to secure a substitute. Appropriate dress is required. Must be practicing, fully initiated (Confirmed) Catholics.

**Helpful Attributes:** A strong commitment to Christ and the church as evidenced by a life lived in conformity with all that the church teaches.

**Time Commitment:** Typically scheduled monthly at their preferred Mass time, or daily Mass as scheduled.

**Training Required:** Eucharistic Minister Training session as scheduled. Protecting God's Children **required**.

**Meeting Schedule:** Refresher training sessions as scheduled.

## **FUNERAL MASS MINISTRIES**

**Contact Person:** Parish Office OR

**Contact Person:** Parish Office

**Phone:** 654-2339

**Phone:** 654-2339 x202

**Email:** jhilling@stpaulhighland.org

**Email:** lsenci@stpaulhighland.org

**Goals and Purpose:** Volunteer Lectors, Eucharistic Ministers, Adult Servers, and Funeral Choir members are needed to facilitate and enhance the funeral liturgies. (Funeral luncheon volunteers, see pg. 36)

**Responsibilities:** Carry out ministry duties as required at funeral.

**Time Commitment:** As needed. A list is kept in the parish office, of those ministers who are willing to be contacted when needed for a funeral liturgy.

**Training Required:** Protecting God's Children **required**.

**“Fear not, I am with you; be not dismayed; I am your God. I will strengthen you, and help you, and uphold you with my right hand of justice.”**

**Isaiah 41:10**

## **FUNERAL VIGIL PRAYER SERVICE LEADERS**

**Contact Person:** Lorraine Senci

**Phone:** 654-2339 x202

**Email:** lsenci@stpaulhighland.org

**Goals and Purpose:** To be part of a team that offers a brief prayer service for the bereaved before visitation, on the evening before the funeral.

**Responsibilities:** Prayerfully read, practice and lead the Vigil for the Deceased from the *Order of Christian Funerals*.

**Helpful Attributes:** Compassionate, sensitive adult who is a caring presence. Ability to lead prayer in a strong and clear voice.

**Time Commitment:** As needed and will vary depending on number of volunteers.

**Training Required:** Will accompany a trained vigil prayer service leader twice. Protecting God's Children **required**.

## **HOSPITALITY MINISTERS**

**Contact Person:** Deanna Harlan

**Phone:** 654-2339 x217

**Email:** dharlan@stpaulhighland.org

**Goals and Purpose:** Be the face of Christ to all who come to worship in our church at weekend masses and special liturgies. Welcome everyone to God's house and make them comfortable.

**Responsibilities:** Greet worshipers at the door, assist people with special needs, recruit gift bearers prior to Mass, take up the collection, direct the Communion procession, straighten the church after Mass, be aware of church environment and adjust as needed, and any special duties as directed by the priest. Appropriate dress is required. Must fulfill scheduled commitment or be willing to secure substitute.

**Helpful Attributes:** A "people person", willing to work as a team.

**Time Commitment:** As scheduled for preferred Mass time. May be requested to help at special Masses.

**Training Required:** Initial training session and any additional refresher sessions as scheduled. Protecting God's Children **required**.

**"The natives showed us extraordinary hospitality; they lit a fire and welcomed all of us because it had begun to rain and was cold."**

**Acts 28:2**

## **INSTRUMENTALISTS**

**Contact Person:** Dineen Czar

**Phone:** 314-614-2265

**Email:** dineenczar@korteluitjohan.com

**Goals and Purpose:** Primary instrumentalists (organists/pianists/guitarists) and ancillary instrumentalists including wind, string, brass, and percussion instrumentalists enhance and support the sung prayer of the assembly and add to the dignity and beauty of the liturgy through music.

**Responsibilities:** Work with cantors and play for regularly scheduled weekend and Holy Day Masses. Appropriate dress is required.

**Helpful Attributes:** Familiarity or willingness to learn about the role of music in worship is essential.

**Time Commitment:** As scheduled for Masses and rehearsals, as necessary.

**Training Required:** Must be proficient in your instrument. Protecting God's Children **required**.

## **LECTORS**

**Contact Person:** Deanna Harlan

**Phone:** 654-2339 x217

**Email:** dharlan@stpaulhighland.org

**Goals and Purpose:** Bring the power of the word of God and love of scripture to others. "The word of God does not dwell in the communal reading but in the communal hearing."

**Responsibilities:** Read, practice, prepare for oral reading at the ambo. Be able to practice and pronounce difficult words. At the ambo, read in a deliberate, slow, audible and clear voice so that the words on the page come alive for those listening. Appropriate dress is required. Must be practicing, fully initiated (Confirmed) Catholics. Must have completed Protecting God's Children program.

**Helpful Attributes:** Enjoy, and/or be comfortable with, public speaking. Have a willingness to take the time to prepare to meet responsibilities.

**Time Commitment:** Preparation time prior to mass. Once trained, you can choose to be the lector during the week or only on weekends at your preferred Mass or both.

**Training Required:** Attend Lector training session and read for Lector coordinator, attend additional refresher sessions as scheduled. Protecting God's Children **required**.



## **SUNDAY OFFERING COUNTERS**

**Contact Person:** Jean Nolte

**OR**

**Contact Person:** Laurie Scott

**Phone:** 654-2339 x205

**Phone:** 654-2339 x215

**Email:** jnolte@stpaulhighland.org

**Email:** lscott@stpaulhighland.org

**Goals and Purpose:** Counting, recording and depositing the parish monetary offering.

**Responsibilities:** This ministry is made up of a group of **pastor approved** volunteer parishioners to count, record, and deposit the parish monetary offering from all Masses. Deposit must be made the same day.

**Helpful Attributes:** Good money counting skills.

**Time Commitment:** Scheduled on a rotation cycle for every Sunday morning, holiday and/or holy day that a collection is taken up.

**Training Required:** Must be willing to work with current counters to be trained. Protecting God's Children **required**.

## **VOCATION CROSS**

**Contact Person:** Sam Schwarztrauber

**Phone:** 654-2081

**Email:** sam.schwarztrauber@yahoo.com

**Goals and Purpose:** To pray for an increase in vocations to the religious life.

**Responsibilities:** The family is called forward and given the vocation cross at the end of Mass and promises to pray for an increase in vocations to the religious life as priests, brothers, sisters and deacons for a week and then returns the cross to the parish office on Friday.

**Time Commitment:** Ministry leader keeps a list of interested parishioners and they are notified several weeks before a weekend Mass.

**Training Required:** None.

**“I, the Lord, have called you for justice, I have grasped you by the hand; I formed you, and set you as a covenant for the people, a light for the nations, to open the eyes of the blind, to bring out prisoners from confinement, and from the dungeon, those who live in darkness.”**

**Isaiah 42:6-7**

## **FAITH FORMATION**

### **BAPTISM FACILITATOR**

**Contact Person:** Deanna Harlan

**Phone:** 654-2339 x217

**Email:** dharlan@stpaulhighland.org

**Goals and Purpose:** Assist the priest and family the day of baptism to insure a reverent and joyful celebration of the sacrament for the family and parish.

**Responsibilities:** Day of baptism preparations prior to Mass including reserving pews, baptism carts, welcoming & walk-thru with family, and answering questions of priest. Cleanup and storing baptism materials after Mass.

**Helpful Attributes:** Talent for hospitality, ability to lead, able to give directions to both family and priest. A good understanding of the Liturgy and how the Rite of Baptism fits.

**Time Commitment:** Baptisms are celebrated the first two weekends of the month (except during Lent). Facilitators are asked and scheduled according to their availability, one or two masses per month, as needed.

**Training Required:** Scheduled as needed for new facilitators. Protecting God's Children **required**.

### **FAITH FORMATION STUDIES FOR ADULTS - FACILITATORS**

**Contact Person:** Deanna Harlan

**Phone:** 654-2339 x217

**Email:** dharlan@stpaulhighland.org

**Goals and Purpose:** Parish-wide faith studies in a group setting, focused on strengthening our understanding of our own Catholic faith and the Bible, empowering us to be evangelists and the hands and feet of Christ.

**Time Commitment:** Typically scheduled for Spring and Fall for a six to 8 week time frame. Groups meet for approximately 1 1/2 hours. Most studies require some at home reading and/or study. Studies are always discussed with facilitators and announced in the parish bulletin.

**Special Note:** Small groups can form on their own schedule and the parish may be able to support them with past studies and materials.

**FACILITATORS NEEDED:** We are always grateful for anyone willing to lead a parish faith study group either in their home or the parish center. This is a growing ministry in our parish and we can always use more help.

### **CATECHIST AIDE—RELIGIOUS EDUCATION (PSR)**

**Contact:** PSR Co-Directors, Mary Kay Durbin & Kyle Klostermann

**Phone:** 654-2339 x 216

**Email:** [psr@stpaulhighland.org](mailto:psr@stpaulhighland.org)

**Goals and Purpose:** To assist PSR classroom and program leader(s).

**Responsibilities:** To aide in classroom or in general operation of programs and functions with clerical tasks, door/hall monitoring, preparing supplies, etc.

**Helpful Attributes:** Willingness to give of one's time and work as a team-member. Love of children and being involved in their faith formation. Must be 16 or older.

**Time Commitment:** Up to 2 hours/week.

**Training Required:** Continued collaboration with regular catechists or program organizers. Protecting God's Children **required for those over 18.**

**Meeting Schedule:** Weekly based on class schedule.

### **CATECHIST—RELIGIOUS EDUCATION (PSR)**

**Contact:** PSR Co-Directors, Mary Kay Durbin & Kyle Klostermann

**Phone:** 654-2339 X216

**Email:** [psr@stpaulhighland.org](mailto:psr@stpaulhighland.org)

**Goals and Purpose:** To support and encourage parents as their children's first and primary catechist. Assist in passing on the teachings of Christ and His Church to students enrolled in the PSR program in such a way that encourages a living faith and a relationship with Christ.

**Responsibilities:** Preparing for and leading classroom instruction, discussion, and activities throughout the school calendar year.

**Helpful Attributes:** A desire to share living knowledge and love of one's faith life and the teachings of the Catholic Church with children and their families.

**Must be 21 or older.**

**Time Commitment:** Up to 4 hours/week class and prep time.

**Training Required:** May vary. Protecting God's Children **required.**

**Meeting Schedule:** Weekly based on class schedule.

**“No disciple is superior to the teacher; but when fully trained, every disciple will be like his teacher.”**

**Luke 6:40**

## **CATECHIST—SUBSTITUTE (PSR)**

**Contact:** PSR Co-Directors, Mary Kay Durbin & Kyle Klostermann

Phone: 654-2339 x 216

**Email:** [psr@stpaulhighland.org](mailto:psr@stpaulhighland.org)

**Goals and Purpose:** To support and encourage parents as their children's first and primary catechist. Assist in passing on the teachings of Christ and His Church to students enrolled in the PSR program in such a way that encourages a living faith and a relationship with Christ.

**Responsibilities:** Preparing for and leading classroom instruction, discussion, and activities. Lesson plan is typically provided in advance.

**Helpful Attributes:** A desire to share living knowledge and love of one's faith life and the teachings of the Catholic Church with children and their families.

**Must be 21 or older.**

**Time Commitment:** Up to 2 hours class and prep time per substituting.

**Training Required:** May vary. Protecting God's Children **required**.

**Meeting Schedule:** Weekly based on class schedule.

## **PRE CANA PRESENTING COUPLES**

**Contact Person:** Deanna Harlan

**Phone:** 654-2339 x217

**Email:** [धारलन@stpaulhighland.org](mailto:धारलन@stpaulhighland.org)

**Goals and Purpose:** Married Catholic couples who are actively living their faith as examples of God's love and are willing to present specific material to engaged couples preparing for marriage. The material is already in outline form and is given as a power point presentation, with the couples adding their own stories and information to enhance a point.

**Responsibilities:** New presenting couples first observe a Pre-Cana event, then if ready, are asked to join other experienced couples to facilitate a one-day Pre-Cana workshop.

**Helpful Attributes:** Willingness to share your story of a loving , committed marriage being lived in union with and in service to God.

**Time Commitment:** Full day to observe event. Advance preparation for the scheduled workshop and full day of workshop.

**Training Required:** Observe one event and be mentored by experienced couples. Protecting God's Children **required**.

**Meeting Schedule:** Pre-Cana conferences are held at St. Paul twice a year – typically April/September - on Sundays, starting with check-in at 8:30 am, Mass at 9:30 am and concluding around 4:30 pm.

## **THE RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA) - TEAM**

**Contact:** Deanna Harlan

**Phone:** 654-2339 x217    **Email:** dharlan@stpaulhighland.org

**Goals and Purpose:** Adults who wish to pass on the teachings of Christ and His Church and share their faith journey with the catechumens (unbaptized) and candidates (not fully initiated) as they journey toward full communion in the Catholic Church.

**Responsibilities:** Help facilitate the session and discussion planned for that scheduled Sunday.

**Helpful Attributes:** Have a lived personal relationship with Christ and be willing to share that with the catechumens and candidates. Must be living the Catholic faith by following the Precepts of the Church, at a minimum.

**Time Commitment:** Team members are encouraged but not required to commit to all gatherings but, can choose which session(s) they would like to facilitate.

**Training Required:** Protecting God's Children **required**.

**Meeting Schedule:** Sundays, 9:30 till Noon—typically August through Pentecost.

## **THE RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA) - SPONSORS**

**Contact:** Deanna Harlan

**Phone:** 654-2339 x217    **Email:** dharlan@stpaulhighland.org

**Goals and Purpose:** Sponsor and mentor catechumens and candidates as they journey toward full communion in the Catholic Church.

**Responsibilities:** Be a friend and trusted resource and guide to the parish, for someone being initiated into the Church. Help catechumen or candidate become part of the parish life by introducing him/her to other parishioners, inviting and accompanying him/her to parish events, accompanying him/her to weekly Mass, etc.

**Helpful Attributes:** Have a lived personal relationship with Christ and be willing to share that with the catechumen or candidate. Must be living the Catholic faith by following the Precepts of the Church, at a minimum.

**Time Commitment:** Attend all scheduled sessions with the candidate or catechumen. Additional accompaniment time as arranged.

**Training Required:** Protecting God's Children **required**.

**Meeting Schedule:** Sundays, 9:30 till Noon—typically August through Pentecost.

## **THE RCIA—ADAPTED FOR CHILDREN - TEAM**

**Contact:** Ron Knapp

**Phone:** 654-2339 x210

**Email:** rknapp@stpaulhighland.org

**Goals and Purpose:** Adults who wish to pass on the teachings of Christ and His Church and share their faith journey with the catechumens (unbaptized) and candidates (not fully initiated) children and/or teens—as they journey toward full communion in the Catholic Church.

**Responsibilities:** Help facilitate the session and discussion planned for that scheduled Sunday.

**Helpful Attributes:** Have a lived personal relationship with Christ and be willing to share that with the catechumens and candidates. Must be living the Catholic faith by following the Precepts of the Church, at a minimum.

**Time Commitment:** Team members are encouraged but not required to commit to every class but, depending on the number of team members, can choose which session(s) they would like to facilitate.

**Training Required:** Protecting God’s Children **required**.

**Meeting Schedule:** TBA—typically August through Pentecost

## **THE RCIA—ADAPTED FOR CHILDREN - SPONSORS**

**Contact:** Ron Knapp

**Phone:** 654-2339 x210

**Email:** rknapp@stpaulhighland.org

**Goals and Purpose:** Sponsor and mentor catechumens and candidates as they journey toward full communion in the Catholic Church.

**Responsibilities:** Be a friend and trusted resource and guide to the parish, for someone being initiated into the Church. Help catechumen or candidate become part of the parish life by introducing him/her to other parishioners, inviting and accompanying him/her to parish events, accompanying him/her to weekly Mass, etc.

**Helpful Attributes:** Have a lived personal relationship with Christ and be willing to share that with the catechumen or candidate. Must be living the Catholic faith by following the Precepts of the Church, at a minimum.

**Time Commitment:** Attend all scheduled sessions with the candidate or catechumen. Additional accompaniment time as arranged.

**Training Required:** Protecting God’s Children **required**.

**Meeting Schedule:** TBA—typically August through Pentecost

## **PARISH LIFE/MINISTRIES**

### **ADOPTED PARISH IN HAITI COMMITTEE**

**Contact:** Shelly Sands

**OR**

**Contact:** Andy Abendroth

**Phone:** (618) 977-3342

**Phone:** 618-973-2408

**Goals and Purpose:** To facilitate the connection between St. Paul Parish and our sister parish in Gonaives, Haiti and create awareness of the need for support as it has been for over 25 years.

**Responsibilities:** Oversee the collection and distribution of monetary and/or material gifts to our sister parish, St. Charles Borromeo. Responsible for communications with the sister parish and handling special prayer requests for them. Handles arrangements for visits/trips between the two parishes.

**Helpful Attributes:** Have a spirit of charity and mercy.

**Time Commitment:** As needed.

**Training Required:** Protecting God's Children **required**.

**Meeting Schedule:** As needed.

### **BEREAVEMENT - CONSOLATION MINISTRY**

**Contact:** Lorraine Senci

**Phone:** 654-2339 x202

**Email:** lsenci@stpaulhighland.org

**Goals and Purpose:** To companion the grieving especially throughout the first year of loss.

**Responsibilities:** Offer caring support with prayers, phone calls and regular mailings of grief-support cards & CareNotes (*provided by parish*)

**Helpful Attributes:** Compassionate adult who is a good and sensitive listener and can be a caring presence.

**Time Commitment:** As needed and will vary.

**Training Required:** Protecting God's Children **required**.

**Meeting Schedule:** An initial meeting to determine area(s) of service and to discuss facets of companioning the grieving.

**“Blessed are they who mourn, for they will be comforted.”**

**Matthew 5:4**

## **BREAD BASKET**

**Contact:** Lorraine Senci

**Phone:** 654-2339 X210

**Email:** lsenci@stpaulhighland.org

**Goals and Purpose:** St. Paul volunteers provide a full meal once a week (either on a Tuesday or a Thursday) for 4 residents and 2 caregivers at Community Link's Highland Group home (CILLA) in an effort to help supplement the state income of the residents and facilitate interaction with parishioners. Additionally, special treats are taken for residents' birthdays.

**Responsibilities:** Commit to providing a full meal or birthday treats on an assigned date(s).

**Helpful Attributes:** Friendliness. Ability to cook or purchase one meal per year or more, depending on volunteer response.

**Time Commitment:** Time needed to prepare meal or birthday treats and deliver to the residence on an assigned date(s).

**Training Required:** Protecting God's Children **required.**

**Meeting Schedule:** None.

## **CHURCH CLEANING— "MARTHA'S HELPERS"**

**Contact:** Joan Riffel

**Phone:** 654-2559

**Email:** tjriffel50@gmail.com

**Goals and Purpose:** "Martha's Helpers" help take care of keeping God's home clean.

**Responsibilities:** Dusting, cleaning and filling the holy water bowls, straightening the song books in pews/chairs, etc.

**Helpful Attributes:** N/A

**Time Commitment:** Church is cleaned weekly. Volunteers are paired up and are scheduled approximately once every 3 months.

**Training Required:** First time with coordinator. Protecting God's Children **required.**

**Meeting Schedule:** N/A

**"I will sprinkle clean water upon you to cleanse you from all your impurities, and from all your idols I will cleanse you."**

**Ez 36:25**



## **CURSILLO RENEWAL MOVEMENT**

**Contact:** Paula Rehkemper

**Phone:** (618) 558-4615

**Email:** paulareh@gmail.com

**Goals and Purpose:** A three day experience, its aim is to concentrate on the Person and teachings of Jesus Christ. Those who attend are given a living understanding of basic Christian truths and a desire to serve the Church. Cursillo provides a means to continue the Christian formation that begins during the three day experience.

**Helpful Attributes:** Openness to a personal relationship with Christ.

**Time Commitment:** 3 full days and then more as desired.

**Training Required:** N/A

**Meeting Schedule:** Ongoing as desired. Watch bulletin for more information.

## **EUCCHARISTIC MINISTER TO ELDER CARE FACILITIES**

**Contact:** Lorraine Senci

**Phone:** 654-2339 x202

**Email:** lsenci@stpaulhighland.org

**Goals and Purpose:** To bring our Lord and His Word to the residents of nursing and assisted living facilities.

**Responsibilities:** Prepare for service by reading the day's readings beforehand. Fulfill commitment completely and on time.

**Helpful Attributes:** Compassion for those confined by illness or age. Understanding of the importance and reverence of this ministry.

**Time Commitment:** Communion services are held weekly at each of six facilities, with Mass being celebrated monthly at each of the two nursing facilities. Eucharistic Ministers are typically scheduled monthly.

**Training Required:** New ministers will be paired with experienced ministers and accompany them to services at least twice prior to going alone. Protecting God's Children **required**.

**Meeting Schedule:** Refresher training as scheduled.

**“Then he took the bread, said the blessing, broke it and gave it to them, saying, ‘This is my body, which will be given for you; do this in memory of me.’”**

**Psalm 119:105-107**

### **EUCCHARISTIC MINISTER TO HOMEBOUND-FIRST FRIDAY**

**Contact:** Lorraine Senci

**Phone:** 654-2339 x202

**Email:** lsenci@stpaulhighland.org

**Goals and Purpose:** To offer the Blessed Sacrament to homebound parishioners on the First Friday of every month.

**Responsibilities:** To visit the homebound on assigned Friday.

**Helpful Attributes:** Compassionate adult who enjoys meeting new people and has a devotion to and reverence for sharing the Blessed Sacrament.

**Time Commitment:** As needed, depending on number of volunteers and number of homebound.

**Training Required:** New ministers will be trained by experienced ministers. Protecting God's Children **required**.

**Meeting Schedule:** N/A

### **EUCCHARISTIC MINISTER TO HOMEBOUND PARISHIONERS-WEEKEND**

**Contact:** Lorraine Senci

**Phone:** 654-2339 x202

**Email:** lsenci@stpaulhighland.org

**Goals and Purpose:** This special ministry is for those who wish to take the Word of God and the Body of Christ to those who are unable to be present with the worshipping community because of illness or age.

**Responsibilities:** Bring Communion to the homebound at a mutually agreed upon time.

**Helpful Attributes:** Compassion for the homebound. Understanding of the importance and reverence of this ministry.

**Time Commitment:** Ministers are called upon to take communion to the homebound after weekend Masses.

**Training Required:** New ministers will be given training on the Rite of Communion to the Sick. Protecting God's Children **required**.

**Meeting Schedule:** N/A

**“Whoever eats my flesh and drinks my blood has eternal life, and I will raise him on the last day.”**

**John 6:54**

## **FOOD PANTRY HELP**

**Contact:** Keith Koch

**Phone:** 654-9762

**Email:** keith2kkoch@yahoo.com

**Goals and Purpose:** Monthly collections, September through May, as announced in bulletin and at Mass, to help increase supplies for HACSM Food Pantry.

**Responsibilities:** Volunteers take donated items to pantry on Monday after the monthly collection and occasionally assist with packing items after Mass, if needed.

**Helpful Attributes:** Ability to do moderate lifting. Great family activity.

**Time Commitment:** A few moments after designated Mass and time on Monday to deliver items to food pantry if able.

**Training Required:** Protecting God's Children **required**.

**Meeting Schedule:** N/A

**“For I was hungry and you gave me food, I was thirsty and you gave me drink...”**

**Matthew 25:35**

## **FUNERAL LUNCHEON HELPERS**

**Contact:** Connie Werner

**OR**

**Contact:** Marie Grandame

**Phone:** 654-8420

**Phone:** 654-9727

**Goals and Purpose:** To offer a luncheon, in a spirit of compassion, as a gift of love and caring for our fellow parishioners after the death of a loved one.

**Responsibilities:** Fulfill commitment, help setup, serve and cleanup funeral luncheon. Luncheons are held at the KC Hall in Highland.

**Helpful Attributes:** A friendly, hospitable attitude and willingness to work together as a team.

**Time Commitment:** Typically 8:00—2:00 as needed.

**Training Required:** On the job training. Protecting God's Children **required**.

**Meeting Schedule:** N/A

## **GARDENING ANGELS**

**Contact:** Joan Riffel

**Phone:** 654-2559

**Email:** tjriffel50@gmail.com

**Goals and Purpose:** To care for and maintain the plants, flowers and trees on the church and rectory grounds for a pleasing environment.

**Responsibilities:** Weeding, watering, planting.

**Helpful Attributes:** An affinity for working outside in the dirt. No “green thumb” needed!

**Time Commitment:** 1-2 hrs per week as needed.

**Training Required:** On the job training. Protecting God’s Children **required**.

**Meeting Schedule:** As listed above.

**“The Lord God then took the man and settled him in the garden of Eden,  
to cultivate and care for it.”**

**Genesis 2:15**

## **HIGHLAND KNIGHTS OF COLUMBUS—COUNCIL 1580**

**Contact:** Jerry Klostermann

**Phone:** 654-9049

**Email:** knights@highlandkc.org

**Goals and Purpose:** Fraternal organization dedicated to promoting their faith through outreach and service.

**Responsibilities:** Participate in meetings and KofC sponsored events.

**Helpful Attributes:** Must be a practicing Catholic man who is at least 18 years old.

**Time Commitment:** Meetings and volunteer opportunities.

**Training Required:** N/A

**Meeting Schedule:** 2nd Tuesday of every month at 7:30 at KC Hall.

## **HIGHLAND KNIGHTS OF COLUMBUS LADIES AUXILIARY**

**Contact:** Monica Toennies

**Phone:** 618-977-1611

**Email:** mstoennies@gmail.com

**Goals and Purpose:** Catholic women who work together and support the Knights of Columbus to provide for the needs of local parishes and the community.

**Responsibilities:** Participate in meetings and KofC Auxiliary sponsored events.

**Helpful Attributes:** Must be a practicing Christian woman who is at least 18 years old.

**Time Commitment:** Meetings and volunteer opportunities.

**Training Required:** N/A

**Meeting Schedule:** 1<sup>st</sup> Tuesday of every month at 7:00 PM at the KC Hall.

## **HIGHLAND KC SQUIRES (LOOKING FOR NEW LEADER)**

**Contact:** Jerry Klostermann

**Phone:** 654-9049

**Email:** knights@highlandkc.org

**Goals and Purpose:** Group of young men who work together and support the Knights of Columbus to provide for the needs of local parishes and the community.

**Responsibilities:** Participate in meetings and KofC Squires sponsored events.

**Helpful Attributes:** Must be in 5th through 12th grade.

**Time Commitment:** Meetings and volunteer opportunities.

**Training Required:** Protecting God's Children **required** for leader.

**Meeting Schedule:** 3rd Wednesday of every month at 8:00 pm at the KC Hall.

**“No one has ever seen God. Yet, if we love one another, God remains in us, and his love is brought to perfection in us.”**

**1 John 4:12**

## **KING'S HOUSE RETREATS**

### **WOMEN'S RETREAT -**

**Contact:** Monica Toennies

**Phone:** 618-977-1611

**Email:** mstoennies@gmail.com

### **MEN'S RETREAT -**

**Contact:** Dave Jacober

**Phone:** 654-9640

**OR**

**Contact:** Bob Vance

**Phone:** (618) 210-8711

**Goals and Purpose:** An opportunity to find the space needed to pause and reflect, allowing each person to go deeper into their relationship with God while savoring what is happening in their life. Opportunity to be touched by God's love.

**Helpful Attributes:** Openness for healing or life changes.

**Time Commitment:** Women of our parish make a weekend (Friday-Sunday) retreat in March and a weekday (Tuesday-Thursday) retreat in September. Men of our parish make a weekend retreat, typically late winter/early spring (Jan.-Feb.).

**Meeting Schedule:** Retreat annually in Spring and Fall. Watch bulletin for info.

## **KIRCHENFEST**

**Contact:** Jan Korte-Couch, 2018 Chairperson

**Phone:** 618-210-4472

**Email:** jan@stpaulkirchenfest.com

**Goals and Purpose:** This is the parish's biggest fundraiser of the year and involves the entire community. Great food, free top-tier entertainment, games, raffles, auction, flea market, Strassenlauf run/walk, KirchenRide bicycling event, Polka Mass, chicken dinner, and more...all add up to fun & fellowship!

**Responsibilities:** Sign up! Help out! Have Fun!

**Helpful Attributes:** Willingness to work hard in a fun atmosphere.

**Time Commitment:** Help with setup the week prior and/or in a stand at the event.

**Training Required:** Protecting God's Children **required**.

**Meeting Schedule:** Annually—event is held the fourth weekend of August.

## **LIVING YOUR STRENGTHS**

**Contact:** Deanna Harlan

OR

**Contact:** Nancy Barth

**Phone:** 654-2339 X217

**Phone:** 618-792-9457

**Email:** dharlan@stpaulhighland.org

**Email:** nbarth@charter.net

**Goals and Purpose:** A workshop designed to help you identify, affirm and use your God-given talents for growth and service at home, in the parish, at work or in your community.

**Responsibilities:** Take assessment, attend workshop, use what you learn.

**Helpful Attributes:** Open to learning more about yourself and the possibility of change.

**Time Commitment:** Initial on-line assessment (30 mins.), (2) 4 hr. sessions (total 8 hrs.), plus additional reading as desired.

**Training Required:** N/A

**Meeting Schedule:** Workshops are held two to three times yearly. Watch bulletin for further info. and schedule.

**Program volunteers:** Past participants are needed and are called upon to volunteer as table facilitators. Facilitators must have completed the Protecting God's Children program.

## **OFFICE HELPERS**

**Contact:** Jen Hilling, Parish Office

**Phone:** 654-2339

**Email:** jhillling@stpaulhighland.org

**Contact:** Renee Mitchell, School Development Office

**Phone:** 654-7525 x301    **e-mail:** rmitchell@stpaulhighland.org

**Goals and Purpose:** To assist with occasional projects that need a concentrated effort such as: mailings, Kirchenfest kits, misc. copying/assembling.

**Responsibilities:** Vary depending on need.

**Helpful Attributes:** Willingness to help and follow directions.

**Time Commitment:** As needed. Volunteers are called or e-mailed several days in advance.

**Training Required:** Protecting God's Children **required.**

**Meeting Schedule:** N/A

**“...each looking out not for his own interests, but (also) everyone for those of others.”**

**Phil 2:4**

## **PERPETUAL EUCHARISTIC ADORATION**

**Contact:** Barb Wick

**OR**

**Contact:** Marylin McDevitt

**Phone:** 654-2020

**Phone:** 654-9642

**E-mail:** barbaraw@wicks.com

**Email:** marylinmcd@gmail.com

**Goals and Purpose:** To spend time with Jesus in prayer and adoration before the Blessed Sacrament.

**Responsibilities:** Fulfill scheduled commitment or find substitute (with help). Also, you can be a substitute to fill in for others who may be on vacation, sick, etc. and can't keep their hour that week. They will call you to sub.

**Helpful Attributes:** Committed to prayer.

**Time Commitment:** 1 hour a month or more frequently if you desire.

**Training Required:** N/A

**Meeting Schedule:** No appointment necessary, drop-ins are always welcome! (optional) Memorial Mass once a year, usually in May, to celebrate the long life of Perpetual Adoration in St. Joseph Chapel and also to remember the deceased Adoration members.

## **PLANT CARETAKER**

**Contact:** Joan Riffel

**Phone:** 654-2559

**Email:** tjriffel50@gmail.com

**Goals and Purpose:** To care for plants in our church and parish center.

**Responsibilities:** Watering and occasional trimming.

**Helpful Attributes:** A green thumb is helpful but not required.

**Time Commitment:** Plants are watered weekly—volunteers are scheduled approximately once every three months.

**Training Required:** Protecting God's Children **required**.

**Meeting Schedule:** N/A

**“I made gardens and parks, and set out in them fruit trees of all sorts.”**

**Ecc 2:5**



## **PRAYER MINISTRY**

**Email:** prayerchain@stpaulhighland.org

**Goals and Purpose:** This is a ministry of intercessory prayer, with volunteers praying for those requesting prayers. Prayer chain volunteers are contacted via an e-mail message or a phone call (for ministry participants without e-mail), each time a prayer request is made at the parish.

**Responsibilities:** Faithfully praying for intentions.

**Helpful Attributes:** An understanding of and belief in the power of prayer.

**Time Commitment:** As needed.

**Prayer Request (for those without e-mail)** – only for those that DO NOT have access to e-mail. Prayer requests are communicated by phone. Please call the parish office at 654-2339 to submit the prayer request.

**“...and if my people, upon whom my name has been pronounced, humble themselves and pray, and seek my presence and turn from their evil ways, I will hear them from heaven and pardon their sins and revive their land.”**

**2 Chr 7:14**

## **PRAYER SHAWL MINISTRY**

**Contact:** Mary Ellen Gruenenfelder

**Phone:** 654-5035

**E-mail:** N/A

**Goals and Purpose:** The prayer shawl group knits and crochets prayer shawls which are given to people experiencing difficult times such as the loss of a loved one, for prayer or meditation, during an illness, birthing or nursing a baby, or any difficult time when you need God's comfort.

**Responsibilities:**

**Helpful Attributes:** A desire to help those in a difficult time. Know how to knit or crochet.

**Time Commitment:** As little or as much time as you wish to spend. We do most of the knitting and crocheting at home on our own time.

**Training Required:** Ladies in the group will teach you how to knit or crochet if you wish to learn. We have many patterns available. Protecting God's Children **required**.

**Meeting Schedule:** 2nd and 4th Monday of each month at 1:00 PM at Legacy Place in Highland. Attendance is not mandatory but helps maintain the spirit of our ministry.

## **PRO LIFE MINISTRY**

**Contact:** Rose Wascher

**Phone:** 847-274-3916

**E-mail:** rwascher@att.net

**Goals and Purpose:** Promoting respect for ALL life from conception to natural death. Activities include prayer vigils at the Granite City abortion clinic, writing letters and e-mailing government officials and agencies, community education, and organizing/participating in the annual life chain.

**Responsibilities:** Commit time to participate in Pro Life activities.

**Helpful Attributes:** Respect for ALL life.

**Time Commitment:** As needed and able.

**Training Required:** Protecting God's Children **required**.

**Meeting Schedule:** As needed.

**“Before I formed you in the womb I knew you, before you were born I dedicated you, a prophet to the nations I appointed you.”**

**Jer 2:5**

## **SCOUTING**

**Contact:** St. Paul School (will be referred to current leader for age group)

**Phone:** 654-7525

**Email:** N/A

**Goals and Purpose:** Scouting is a proven holistic way for a youngster to expand his or her horizons, talents and self-esteem.

**Responsibilities:** Attend meetings and activities.

**Helpful Attributes:** Boys are able to join the Cub Scout Pack—grades 1-5 (Tigers, Wolves, Bears, Webelos-2 yrs) or Boy Scouts—grades 6-12. Girls are able to join Girl Scouts—grades K-12 (Daisies, Brownies, Juniors, Cadettes, Seniors, Ambassadors)

**Time Commitment:** As scheduled.

**Training Required:** Leaders and volunteers must complete the Protecting God's Children program.

**Meeting Schedule:** Meetings are held weekly with times set by the leaders.

**“Pray for us, for we are confident that we have a clear conscience, wishing to act rightly in every aspect.”**

**Hebrews 13:18**

## **SOCIAL COMMITTEE**

**Contact:** Lauren Eilers

**OR**

**Contact:** Carol O'Brien

**Phone:** 618-540-9697

**Phone:** 618-623-7569

**Email:** lauren.hammel@yahoo.com

**Email:** cobrien1939@yahoo.com

**Goals and Purpose:** A ministry of hospitality and welcome for various parish events such as: a parish-wide dinner, after a parish mission, welcome or farewell receptions for visitors or staff, donuts & fellowship, etc.

**Responsibilities:** Helping to set up, serve, take down and clean up after a parish event. Possibly plan food, decorations, serve coffee and cookies, etc.

**Helpful Attributes:** Welcoming and friendly personality.

**Time Commitment:** As needed.

**Training Required:** Protecting God's Children **required**.

**Meeting Schedule:** As needed.

**"Therefore I commend mirth, because thee is nothing good for man under the sun except eating and drinking and mirth: for this is the accompaniment of his toil during the limited days of the life which God gives him under the sun."**

**Eccl 8:15**

## **ST. VINCENT DePAUL SOCIETY**

**Contact:** Assistance Volunteer (IF IN NEED)

**Phone:** (573) 340-3763 (leave message)

**Alternate phone:** (618) 654-2339 (parish office)

**Email:** svdphighlandil@gmail.com

**Goals and Purpose:** The St. Vincent DePaul Society serves families and individuals in need, particularly those in emergency or other difficult situations, providing funds to pay rent, utility bills and/or other kinds of assistance as needed. Members also provide transportation to church for residents of Highland Home. Funds to support the work of the Society are gained through twice-yearly collections at St. Paul Church, as well as through private donations. **To volunteer for this ministry, please call the parish office at 654-2339.**

**"For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me."**

**Mt 25:35-36**

## **WELCOME MINISTRY**

**Contact:** Janet Nicolaides

**Phone:** 618-447-5447

**Email:** janetnic1954@gmail.com

**Goals and Purpose:** To be the face of Christ and St. Paul Parish to all those who come to our parish for a special event or special liturgy.

**Responsibilities:** Stewards in this ministry will be called upon every so often, to *“meet, greet and seat”* for special events such as: Encounter Choir concert, Greenville College Choir concert, the Highland Community Chorus concerts, etc. In addition, these stewards would be asked to help as extra greeters at Easter and Christmas liturgies, times when masses are crowded and it is difficult for the hospitality ministers to engage with each person coming through the door and find them all seats.

**Helpful Attributes:** The gifts of hospitality, friendliness, and welcome.

**Time Commitment:** As needed when events are scheduled

**Training Required:** Protecting God’s Children **required**.

**Meeting Schedule:** N/A

## **YOUTH MINISTRY**

**Contact:** YM Co-Coordination, Braden & Andrea Henze

**Phone:** (618) 973-8574

**Email:** ym@stpaulhighland.org

**Goals and Purpose:** To inspire and invite young people to grow in the Catholic faith and learn how to put that faith into action as disciples of Christ.

**Responsibilities:** To share life, fun, and faith with other parish teens and, in doing so, support one another in our faith and in life-giving friendship.

**Helpful Attributes:** Positive attitude, desire to know and serve others (i.e. build community), desire to grow closer to the Lord. Open to high school aged youth of the parish.

**Time Commitment:** May vary.

**Training Required:** N/A. Protecting God’s Children **required for volunteers over 18**.

**Meeting Schedule:** 3 –4 times/month. Additional activities as scheduled.

**“Remember your leaders who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith.”**

**Heb 13:7**

## **SAFE ENVIRONMENT PROGRAM**

**A safe environment protects our children from harm, including sexual abuse and child molestation. It allows them to feel confident and secure in the classroom, at church, and all parish sponsored programs and events.**

At St. Paul Parish, we are committed to providing a safe environment for our children, and will relentlessly focus on that goal. Anyone who volunteers in **any capacity** at St. Paul Parish or School, is **required** to complete a Protecting God's Children session and background check.

### **PROTECTING GOD'S CHILDREN WORKSHOP**

The Diocese of Springfield mandated that each parish make available and/or offer the "Protecting God's Children" session to **ALL** parishioners to create and promote a safe environment for everyone. The policy of our diocese now **REQUIRES that ALL** persons (**Catholic and Non Catholic**) who seek to serve or volunteer in the church in any capacity **MUST** attend the "**Protecting God's Children**" seminar and also have a **background check** taken by our diocese.

Sessions are typically held the first Thursday of every month (except December), and last 2 1/2 to 3 hours (watch bulletin for details on upcoming sessions). Each participant will complete a background check at the session. Background checks must be renewed every 5 years.

To register for a session, please call the parish office at 654-2339. For specific questions about the program, you may contact the parish PGC facilitator, Connie Knebel at [cknebel1949@gmail.com](mailto:cknebel1949@gmail.com).

**"See that you do not despise one of these little ones, for I say to you that their angels in heaven always look upon the face of my heavenly Father."**

**Mt 18:10**

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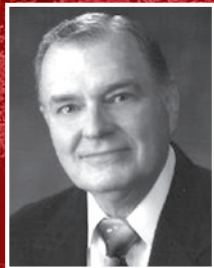
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