

**ST. MARY'S  
IMMACULATE CONCEPTION  
PARISH MINISTRY HANDBOOK**

**A Faith Community Since 1857**

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## 1. Mission Statement

**LIVING GOD'S KINGDOM BY WELCOMING HIS PEOPLE  
THROUGH ACTION, WORD, AND PRAYER.**

## 2. Pastoral Council

Immaculate Conception Pastoral Council is a group of 7 parishioners who serve 3-year terms as the primary consultative body of parishioners who advise the pastor on the spiritual needs and temporal affairs of the parish, articulate the parish mission, and develop parish policy, promote parish planning, and monitor the parish mission and annual goals. The focus is on mission, not management.

Parish Councils of our cluster meet for one portion of the regular meeting (common or shared time). Each Council and its standing committees remain distinct entities, though they meet jointly; a portion of each meeting is conducted separately.

## 3. Finance and Administration

### 3.1 Finance Committee

Members work in partnership with the Pastoral Council to oversee the financial status and record keeping of the parish as well as the financial planning and capital fund raising. This is a closed committee and is staffed by Pastor-appointed parishioners (per Archdiocesan Norms).

### 3.2 Buildings and Grounds

Members work in partnership with the pastor and parish staff to oversee repair, upkeep, and improvement of parish property as well as develop long-range plans for property upkeep and improvements.

- 3.3 Gardening Angels  
Volunteers help maintain various planted areas on the parish grounds.
- 3.4 Parish Office Volunteers  
Volunteers are needed in the parish office at various times to assist with bulletins inserts, assist with mailings. etc.
- 3.5 Cemetery  
We have two cemeteries, one in town and one out on Forest view Road. Maintenance is done by volunteers, and more help is always welcome.
- 3.6 Collections Counters  
Counters sort, add, and prepare collections for deposit and recording after the last English speaking Sunday Mass.

#### **4. Stewardship**

- 4.1 Stewardship Committee  
The Stewardship Committee is comprised of the chair and sufficient at-large members. The committee meets 4 – 5 times a year. The Stewardship Committee helps to foster stewardship formation and evangelization through education and parish fellowship events. The committee may choose to meet more frequently if needed, in addition to the linked meetings with St. Frances Cabrini stewardship committee.
- 4.2 Parish Fellowship Events  
This group of volunteers helps promote parish wide fellowship and evangelization events in an effort to build community. These events currently include:
- Rummage Sale
  - Fish Fry
  - Polka Mass/Raffle
  - Faith & Family Fest

- 4.3 St. Mary's School Living History Group  
This group of volunteers gather pictures, information and artifacts having to do with the history of St. Mary's School. In the school building we can find the living history of St. Mary's School.

## **5. Catholic Formation and Evangelization**

- 5.1 Catholic Formation and Evangelization Committee  
This committee is composed of Catholic formation staff as well as volunteers. This committee meets 4 to 6 times a year and helps evaluate and set mission priorities for campus wide formation programming.
- 5.2 Adult Formation  
Provides groups for adults that want to study the Bible and provides adult education seminars.
- 5.3 RCIA – Rite of Christian Initiation for Adults  
RCIA is for adults interested in becoming Catholic; for people who were never baptized, who were baptized in other faith tradition or who were baptized Catholic but not brought up in the Catholic faith. Volunteers are needed to assist with various aspects of this process. Guidance, resources, mentors and materials are provided to team members. This ministry seeks individuals who are willing to share time, faith and understanding of the Catholic religion. The time commitment is 2 to 3 hours a week. The group meets every Sunday morning and is on-going throughout the year.
- 5.4 Religious Education  
Catechists are needed:
- 5.4a grades 1- 8
  - 5.4b High School 9-10
  - 5.4c Confirmation Class
  - 5.4d Summer Programs 1 – 12

### 5.5 Catholic Youth Mission Trips

Week long trips for youth and adult volunteers entails a variety of jobs from construction to serving in a soup kitchen. Locations are around the USA

### 5.6 Volunteers for Special Events

Join other families in faith filled interactive fun. Families share in music, learning, craft, and prayers. Volunteers are needed for planning, setup, decorations, directing craft projects and suggesting ideas for events. The list below is only partial and may include other events.

5.6a Mardi Gras

5.6b Advent Program

5.6c Baking Needs

## 6. Human Concerns

### 6.1 Human Concerns Committee

This committee is composed of Staff together with a sufficient number of at-large parish members, who meet 4 times a year. The Human Concern Core Committee has working links to various Human Concerns apostolates and the Core Committee may ask for a meeting once a year with all the heads of the apostolates. The Human Concerns Committee is also responsible for the Pastoral Care ministry.



## 6.2 Pastoral Care

### 6.2a Communion Distributors

(hospitals – nursing homes - assisted living – homebound)

### 6.2b Senior Adult Ministry Trips SAM

Day trips for seniors

### 6.2c Bereavement Ministry

For all who have lost a loved one

### 6.2d Prayer Shawl Ministry

Volunteers knit or crochet shawls for anyone undergoing an illness and recovery. Shawls are a comfort to anyone in need of physical, spiritual or emotional comfort.

## 6.3 Family Promise

Volunteers work to provide food and temporary shelter for local homeless people. Our school basement is used as a sleeping and eating area. This happens about 4 times a year and for a week in length.

## 6.4 Twinning

Our twinning parish is San Gaspar in Honduras and we help with education and other ventures.

## 6.5 Food Collection

Collected food goes to St. Vincent de Paul and the Full Shelf food pantry. The collection is the third Sunday of the month.

## 6.6 St. James and St. Ben's meal programs

Both programs need volunteers to make, serve and clean up after a meal. St James Harvest House is in West Bend and St. Ben's is in Milwaukee.

### 6.7 Angel Tree

At Christmas time the names and sizes for children are on the tree in the parish lobby and volunteers take a name and provide gifts. The children have a parent in prison and we try to provide a happy Christmas for the children.

### 6.8 Respect Life Events

Volunteers coordinate parish wide Respect Life efforts. This program addresses human life issues from conception to natural death which includes abortion, assisted suicide, capital punishment, cloning, contraception, stem cell research and euthanasia.

### 6.9 Franciscan Peace Makers Lunch Ministry

This group makes lunches and distributes them in the Milwaukee inner city. Help is always needed.

## **7. Prayer and Worship**

### 7.1 Prayer and Worship Committee

This committee nourishes and gives direction to the liturgical aspects of parish life. It provides opportunities for parishioners to deepen their faith through a variety of prayer experiences and liturgical celebrations. It identifies the spiritual needs of parishioners and maintains an ongoing program of education and training for liturgical ministers.

### 7.2 Adult Choirs and Cantors and Musicians

Join the choir and share your gift of voice with others. New choir members and instrumentalists are always welcome. Practice for the 7:30 am liturgy on Sunday is on Tuesday evening from 6:30 to 8:30. The 9:30 am Sunday choir practices on Wednesday evening from 7:00 to 8:30.

### 7.3 Lectors

A lector proclaims the Word of God within the liturgical celebration both on weekdays and weekends. Lector training is offered before one lectors at Mass. All materials are provided.

### 7.4 Ushers – Ministers of Hospitality

These volunteers receive guests welcoming them to our church, assisting them in finding restrooms, and hearing devices, showing them to their seats, taking the parish offering, passing out bulletins, and responding to needs as they come up. Men and women, couples, and families are encouraged to participate.

### 7.5 Sacristan

A sacristan takes the time to set up the books and sacred vessels that are used, as well as lighting the candles and cleaning up after the liturgy. They work closely with the priest and will be trained in the duties.

### 7.6 Mass Servers

Adult and/or youth servers are needed at all our Masses, including funerals, weddings, and special occasions. Training sessions will be given prior to serving. Servers would be scheduled 1 every 5 or 6 weeks.

### 7.7 Eucharistic Ministers

There is a training session for any Confirmed Catholic who wishes to be a Eucharistic minister at Mass. Volunteers are needed and welcome. It is an honor and privilege to be a Eucharist minister.

### 7.8 Environment

The skills of these volunteers create the rich and beautiful worship space at Immaculate Conception.

7.9 Church Cleaning

A group of volunteers meets once a month to vacuum, dust, and wipe down the pews in our worship area once a month.

7.10 Purification Launderers

The purifiers used during Mass need to be cleaned and pressed. Volunteers do this.

**CALL THE PARISH OFFICE FOR MORE INFORMATION**

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