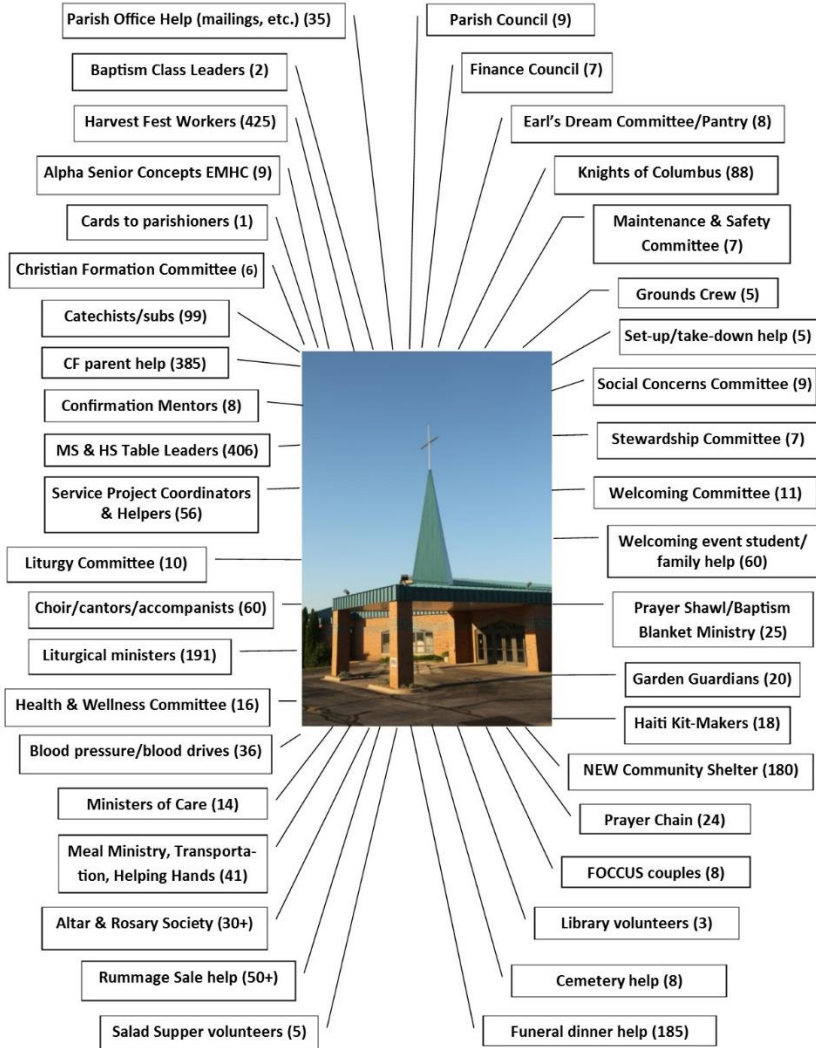


SS. EDWARD & ISIDORE STEWARDSHIP HANDBOOK



Dear Parishioners:

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

Thank you for sharing your gifts.

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

COUNCILS & COMMITTEES

Parish Council

Shares responsibility with the Pastor & pastoral staff to prayerfully discern and give advice on policies and direction related to planning, implementing, promoting, and supporting short- and long-range pastoral plans and activities. Meets on the 4th Thursday of each month (Sept. – May) at 6:30 pm in the Marion Room.

Finance Council

Assists the Pastor in the wise stewardship of the material gifts entrusted by God to the parish in support of the mission of the parish and broader Church. Meets on the 3rd Wednesday of each month (Aug. – May) at 6:30 pm in the Marion Room.

Christian Formation Committee

Establishes goals and objectives for total Catholic education within the parish; develops guidelines and policies regarding discipline, personnel, and evaluation of the overall program; and ensures religious educational needs of all ages are met. Meets on the 3rd Tuesday of each month (Sept. – May) at 7 pm in the Marion Room.

Health & Wellness Committee

Strives to implement health awareness on various issues pertinent to today's culture. Also evaluate and prioritize the healthcare needs of our parish. Meets on the 2nd Thursday of each month (Sept. – May) at 6 pm in the Marion Room.

Liturgy Committee

Provides for the spiritual development of parishioners through liturgical celebrations and prayer experiences whenever the parish community gathers for weekend liturgies, Advent, Christmas, Lent, Holy Week, and Easter. Meets on the 3rd Thursday of each month (Sept. – May) at 7 pm in the Marion Room.

Maintenance & Safety Committee

Evaluates the physical plant and parish grounds and identifies and responds to current needs in practical ways and looks ahead to determine long-range needs. Meets on the 1st Tuesday of each month at 9 am in the Marion Room.

Social Concerns Committee

Provide input and make recommendations to Parish Council regarding use of funds donated through the parish's stewardship envelope program and requests for other donations of non-cash items to non-profit organizations on the international, national, and local levels. Serve as an informed voice regarding social justice matters including environmental issues, humanitarian concerns, and other programs which reflect gospel values of service, justice, mercy, and peace. Meets the 1st Tuesday of each month (Sept. – May) at 6 pm in the Marion Room.

Stewardship Committee

Educates the parish on living a stewardship way of life and develops opportunities for parishioners to participate in prayer, service, and sharing. Meets on the 1st Thursday of the month (Sept. – May) at 6 pm in the Marion Room.

Welcoming Committee

Welcomes new parishioners and sponsors community-building events throughout the year to foster fellowship within the parish. Meets the 3rd Tuesday of each month (Aug. – April) at 6 pm in the Library.

WORSHIP

Contact: Jennifer McAllister, 920-865-7844

Liturgy Assistant

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

Extraordinary Minister of Holy Communion (EMHC)

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

Lector

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

Minister of Hospitality (Usher/Greeter)

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

Altar Server

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

MUSIC MINISTRY

Contact: Jennifer McAllister, 920-865-7844

Cantor/Song Leader

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

Accompanist

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

Instrumentalist

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

Angel Voices Choir

Meet on Thursday from 6-7 pm in church. This is our children's choir and they sing once every 3 weeks.

Youth Voice

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

Age to Age

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

Voices of Praise

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

Funeral Choir

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

CHRISTIAN FORMATION PROGRAM

Contact: Stacy Rasmussen, 920-865-7677

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

Catechists

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

- * **Kindergarten-5th Grade:** Sessions held on Monday, Tuesday, and Wednesday at 4:30 pm and Monday & Wednesday at 6:30 pm.
- * **Middle School:** Lead catechists facilitate and instruct 6th, 7th, and 8th grade youth with support and guidance of the middle school administrator on Sunday evenings.
- * **High School:** Facilitate small or large group with support and guidance from the high school administrator on Sunday evenings.
- * **Confirmation:** Confirmation team members meet with youth in a small faith sharing group to prepare for the celebration of the sacrament of Confirmation.

Catechist Substitute

People willing to help on occasion when regular catechist has a scheduling conflict. Materials will be provided. Please specify which grade level(s) you would like to teach.

Confirmation Mentors

Interview Confirmation candidates prior to Confirmation.

Middle School & High School Table Leaders

Attend class sessions you signed up for. Take attendance, follow directions given by catechist/s, help young people keep on task.

Middle School Service Project Coordinators

Attend meeting in September for all details. Contact parents/youth and service project helper/s at your table to decide what project you will do and when, follow through with service project, then upon completion of project do a report and take pictures of the group to be put on a bulletin board. Contact middle school administrator with all information regarding service project.

Middle School Service Project Helpers

Attend meeting in September for all details. Aid service project coordinator in planning of service project, attend and assist in the completion of service project, after project is completed help with report (picture taking during project).

Chaperones

Monitor youth at events.

Retreat Help/Support

Help with special projects. Donate, prepare, or serve food.

Office Volunteer

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

Children's Liturgy of the Word Leader

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

HEALTH MINISTRY

Contact: Carol Mueller, 920-865-7844

Blood Pressure Screening

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

Blood Drive Volunteer

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

Helping Hands

Work with a family that needs relief. No nursing care required. Examples: shopping for a person who is unable to get to a store, yard work, etc.

Transportation

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

Meal Ministry

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

PASTORAL SERVICES

Baptism Class Leaders Contact: Parish Office, 920-865-7844
Offers class to new families preparing to have their child(ren) Baptized. Meets the 2nd Tuesday of each month in the Marion Room at 6:30 pm.

Bible Study Contact: Lori Flanagan, 920-865-7844
Meets Monday evenings, 6:30—7:30 pm, or Wednesday mornings, 9-10 am, to read the Bible and discuss how the Word of God impacts our daily lives. Open to everyone—bring your own Bible or use one of ours.

Prayer Chain Member Contact: Lori Flanagan, 920-865-7844
Prays daily for the specified requests of our parishioners.

FOCCUS Couples Contact: Fr. Dave Hoffman, 920-865-7844
Married couples interested in meeting with engaged couples to administer the “Pre-Marital Inventory” and meet to discuss results, usually 3-4 times per couple.

Ministry of Care Contact: Carol Mueller, 920-865-7844
This ministry combines Care Ministry and first Friday communion visits. You meet once or twice a month with 1 or 2 parishioners, offering friendship, active listening, and Holy Communion. These parishioners may be homebound or in a care facility who have experienced loss, trauma, or life-changing experiences. Good listening skills and confidentiality required. Training provided. Support meetings are also held at least twice a year.

COMMUNITY LIFE

Mailing Helper Contact: Kim Burkel, 920-865-7844
Volunteers help prepare parish mailings. A great way to meet others while providing a valuable service to the parish. Time commitment usually 2-3 hours during a weekday, as needed.

Office & Financial Helpers Contact: Kim Burkel, 920-865-7844
Assists parish staff with a variety of office duties, answers phone, stuffs bulletins, collection money counters, etc.

Funeral Dinner Helper Contact: Donna Sheedy, 920-499-0159
Three groups alternate for serving funeral meals. They donate food, set tables, serve food and beverages, and clean up. Both men and women needed for this compassionate ministry. Great opportunity for retired folks.

Harvest Fest Worker Contact: Kim Burkel, 920-865-7844
Entertainment and family fun highlight the annual event held the third Sunday in August. There are a variety of areas for involvement. Sign-up boards for volunteers are in the gathering space in July.

Grounds Crew Contact: Mike Grzywa, 920-865-7844
Trim bushes and trees, rake and pick up debris, cut grass, shovel the entry ways, and put down salt prior to Mass when needed.

Set Up/Take Down Contact: Mike Grzywa, 920-865-7844
Help prepare social hall and other parish space for various events. Help with set up and take down for Harvest Fest.

Garden Guardians Contact: Parish Office, 920-865-7844
For those with a love of gardens and carefully groomed grounds that enhance our parish and facility. Meet Tuesdays from 9-10 am during spring and summer.

Prayer Shawl & Baptismal Blanket Ministry

Contact: Mary Anne McFarlane, 920-865-7455

For those who love to knit or crochet. Make shawls and lap robes for sick, homebound, and terminally ill. The group also makes all white blankets for baptisms. Helpful to know basic knit or crochet and have knitting needles or crochet hooks. Meets Tuesdays from 9-10 am, fall thru spring.

Cemetery

Contact: Len Gracyalny, 434-0110

Maintains the cemetery grounds year round, including lawn mowing, trimming, and snow removal. Assists with burials, including opening and closing graves.

SOCIAL CONCERNS

Altar & Rosary Society Contact: Parish Office, 920-865-7844

A friendly, caring group of Catholic women dedicated to sharing time and talent with those in need. We strive to deepen our faith and enjoy each other through meetings, social functions, and fellowship. The group offers hospitality for many parish functions, organizes funeral dinners, and supports local organizations that work with the homeless and needy. Some of our fundraisers are the Salad Supper and Parish Rummage & Bake Sale. Meetings are held on the second Tuesday of each month (no summer meetings) at 6:30 pm. The evening begins with prayer, followed by a business meeting, program, snacks, and fellowship. All women of the parish are welcome to attend the meetings.

Earl's Dream

Contact: Julie Kunzer, 920-434-0331 or
Kathy Edwardson, 920-822-3102

Lay persons serve those in need through charitable works. Prepare food baskets for Thanksgiving and Christmas. Members decide the extent of their involvement. Monthly meeting dates and times vary.

Knights of Columbus

Contact: Parish Office, 920-865-7844

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

NEW Community Shelter

Contact: Mike Lucas, 920-434-2059

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

Haiti Kit-Makers

Contact: Lori Flanagan, 920-865-7844

In partnership with Friends of Haiti, sews hygiene kits for teen girls and infant kits that are distributed on medical mission trips. Also makes baby blankets and layette items for A&A Alexandrina Center, a Catholic pregnancy center in Green Bay. Meetings are held every other Thursday from 1-4 pm in Classroom 222. Bring your own sewing machine or serger.

Alpha Senior Concepts EMHC

Contact: Lori Flanagan, 920-865-7844

Conducts a short Word and Communion service at local nursing care facilities on Tuesday mornings. Services are at 9:30 am at Alpha on Lineville and 10 am at Alpha on Velp. You are on a monthly rotating schedule, so your commitment is just once per month. Training is provided.

Ministry Phone List

Alpha Senior Concepts	Lori Flanagan	865-7844
Altar & Rosary Society	Parish Office	865-7844
Bible Study	Lori Flanagan	865-7844
Building & Grounds	Mike Grzywa	865-7844
Cemetery	Len Gracyalny	434-0110
Christian Formation	Stacy Rasmussen	865-7677
Earl's Dream	Julie Kunzer	434-0331
	Kathy Edwardson	822-3102
FOCCUS Couples	Fr. Dave Hoffman	865-7844
Funeral Dinners	Donna Sheedy	499-0159
Garden Guardians	Office	865-7844
Haiti Kit-Makers	Lori Flanagan	865-7844
Harvest Fest	Kim Burkel	865-7844
Health Ministers	Carol Mueller	865-7844
Knights of Columbus	Parish Office	865-7844
Liturgical Ministers	Jennifer McAllister	865-7844
Ministers of Care	Carol Mueller	865-7844
Music Ministers	Jennifer McAllister	865-7844
NEW Shelter	Mike Lucas	434-2059
Office Services	Kim Burkel	865-7844
Prayer Chain	Lori Flanagan	865-7844
Prayer Shawl	Mary Anne McFarlane	865-7455

STEWARDSHIP OF PRAYER: Prayer is about our relationship with God. We gratefully acknowledge God’s presence in our lives and respond by investing ourselves. In nurturing this relationship, we stay connected and understand God’s will for our lives. As disciples of Jesus we strive to engage in personal prayer each day so as to build a relationship with Him. As good stewards of our time, we return to God part of each day which has been so graciously given to us, especially attending Mass on Sunday.

STEWARDSHIP OF SERVICE: We believe that every person has been created with wonderful gifts to bring us joy and to serve each other. The Epistle of St. Peter reminds us: “As each one has received a gift, use it to serve another as good stewards of God’s varied graces” (1 Peter 4:10). To be a steward of service means that we gratefully name and nurture our gifts, and offer them to our Church and to the world.

STEWARDSHIP OF SHARING

Stewards are grateful people who believe that God has been generous with us and we, in turn, share with others. The scripture passage “Where your treasure is, there will your heart be” (Mt 6:21) challenges us to look at how and where we spend our financial resources. As followers of Jesus, we carefully consider the needs of our Church and the poor when developing a household budget. We are stewards, not out of obligation but out of gratitude and joy for all that God has done for us!

How much should I be giving?” The table below is a guide to help you with your weekly or monthly budget when considering your charitable donations. Consider giving “one level up” from where you are now giving. Trust that God will provide you with the means to gratefully give back!

Household Income		Approximate Weekly Offering					
Weekly	Annual	2%	3%	4%	5%	8%	10%
\$ 385	\$ 20,000	\$8	\$12	\$15	\$19	\$30	\$39
575	30,000	12	17	23	29	46	58
770	40,000	15	23	31	38	61	77
960	50,000	19	29	38	48	76	96
1,155	60,000	23	35	46	58	92	116
1,540	80,000	31	46	62	77	107	154
1,925	100,000	38	58	77	96	153	193
3,846	200,000	77	115	154	192	306	385

PRAYER

Prayer is the cornerstone of Stewardship. When we spend time with God in prayer, we are spiritually prepared to offer ourselves in service.

- Attend daily Mass
- Say Morning and Evening Prayers
- Read the Bible
- Pray the Rosary
- Pray before Meals
- Meditate
- Attend a Holy Hour
- Attend Stations during Lent
- Schedule time for a Retreat
- Attend Bible Study

SERVICE

Please read about the councils, committees & ministries in this handbook. When you sign up, the leader will call to explain how to get involved.

Worship

- Liturgy Assistant
- EMHC (Communion distributor)
- Lector
- Minister of Hospitality (Usher)
- Altar Server

Pastoral Services

- Baptism Class leader
- Bible Study
- Prayer Chain Member
- FOCCUS Couple
- Ministry of Care

Health & Wellness

- Blood Pressure Screening
- Blood Drive Volunteer
- Helping Hands
- Transportation
- Meal Ministry

Social Concerns

- Altar & Rosary Society
- Earl's Dream
- Knights of Columbus
- NEW Community Shelter
- Haiti Kit-Makers
- Alpha Senior Concepts EMHC
- Council or Committee _____

Music

- Cantor/Song Leader
- Accompanist
- Instrumentalist
- Choir - Name of Choir: _____

Christian Formation

- Catechist - Grade Level: _____
- Catechist Substitute
- Chaperones/Retreat Help
- Table Leader – Grade: _____
- Service Project Coordinator
- Service Project Helper
- Confirmation Mentor
- Office Volunteer
- Children's Liturgy of the Word

Community Life

- Mailing Helper
- Parish Office & Financial Help
- Funeral Dinner Helper
- Harvest Fest Worker
- Grounds Crew
- Set-up/Take-Down
- Garden Guardians
- Prayer Shawl/Baptism Blankets
- Welcoming Event Help
- Cemetery Help

COMPLETE PAGES 17& 18, TEAR OFF, & RETURN TO THE PARISH OFFICE

SHARING

Ss. Edward & Isidore
3667 Flintville Road
Green Bay, WI 54313
920-865-7844

I am willing to share a work skill/business (ex.: plumber) or talent (ex.: artist) with the parish occasionally, depending on need.

I am open to receiving a phone call from a parish staff member if needed.

Skill/Talent: _____

Name: _____

Skill/Talent: _____

Name: _____

Address: _____

City, State, Zip: _____

Telephone (required): _____

Email (required): _____