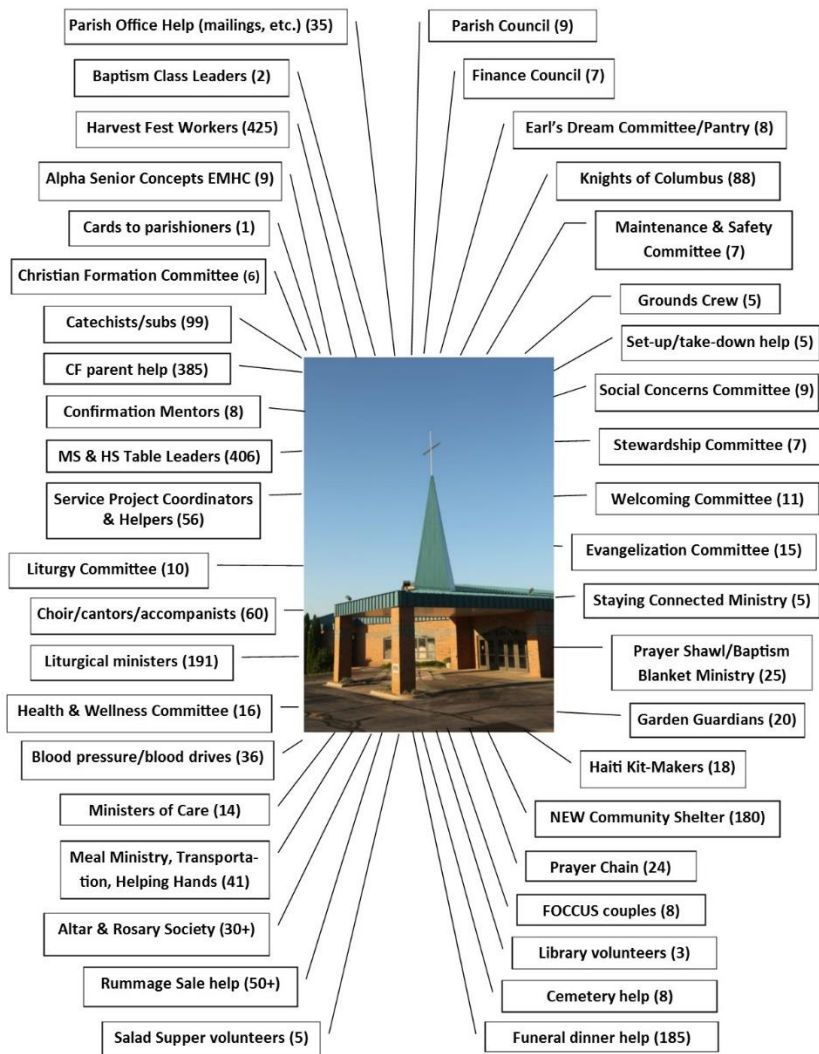


# SS. EDWARD & ISIDORE STEWARDSHIP HANDBOOK



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 4<sup>th</sup> Thursday of each month (Sept. – May) at 6:30 pm in the Marian 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 3<sup>rd</sup> Wednesday of each month (Aug. – May) at 6:30 pm in the Marian 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 3<sup>rd</sup> Tuesday of each month (Sept. – May) at 6:30 pm in the Marian Room.

### **Evangelization Committee**

Brings about in all Catholics such an enthusiasm for their faith that, in living their faith in Jesus, they freely share it with others. Works to make evangelization an integral part of every parish committee and event. Meets on the 2<sup>nd</sup> Wednesday of each month (Sept. – May) at 6 pm in the Marian 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 2<sup>nd</sup> Thursday of each month (Sept. – May) at 6 pm in the Marian 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 3<sup>rd</sup> Thursday of each month (Sept. – May) at 7 pm in the Marian 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 1<sup>st</sup> Tuesday of each month at 9 am in the Marian 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 1<sup>st</sup> Tuesday of each month (Sept. – May) at 6 pm in the Marian 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 1<sup>st</sup> Thursday of the month (Sept. – May) at 6 pm in the Marian Room.

### **Welcoming Committee**

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

## **WORSHIP**

Contact: Jennifer McAllister, 920-865-7844

### **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.

### **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.

### **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.

### **Minister of Hospitality (Usher and/or 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.

## **MUSIC MINISTRY**

Contact: Jennifer McAllister, 920-865-7844

### **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.

### **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.

### **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.

### **Cantor/Song Leader**

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

### **Funeral Choir**

Open to all; they practice an hour before the funeral begins.

### **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.

### **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.

# 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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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 2<sup>nd</sup> Tuesday of each month in the Marian Room at 6:30 pm.

### **Bible Study**

Contact: Lori Flanagan, 920-865-7844

Meets 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.

**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.

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

## 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.

**Staying Connected Ministry** Contact: Lori Flanagan, 865-7844

Meets the first Tuesday of each month from 10-11 am in the Marian Room to write cards to parish families who may be new to the parish or have had a child Baptized, made First Communion or Confirmation, been married, or had the death loss of a loved one.

**Cemetery Maintenance Help** 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**

### **Alpha Senior Concepts EMHC**

Contact: Lori Flanagan, 920-865-7844

Conducts a short Word and Communion service at a local nursing care facility on Lineville on Tuesday mornings beginning at 9:45 am. You are on a monthly rotating schedule, so your commitment is just once per month. Training is provided.

### **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.

**Kit-Makers**

Contact: Lori Flanagan, 920-865-7844

Sews hygiene kits for teen girls and infant kits that are distributed on medical mission trips to Haiti and Guatemala. 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.

**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 aid 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.

**STEWARDSHIP DEFINED**

**STEWARDSHIP OF PRAYER:** Prayer is the cornerstone of Stewardship and 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. 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

**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. *Please see Commitment Form at the end of this handbook.*

**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

# Ss. Edward & Isidore Stewardship Commitment Form

Please PRINT

Individual/Family Name:	Phone #:	Cell #:
Address:	Email:	

*Directions: Print first name(s) in each selected ministry. If continuing, please return this form as well. RETURN completed forms to the box in the Gathering Space or the Parish Office. Please read about the councils, committees & ministries in the Stewardship Handbook. When you sign up for a new ministry, the leader will call to explain how to get involved.*

Ministry/Organization	Member First Name	New	Continuing	Leaving
Accompanist				
Alpha Senior Concepts EMHC *				
Altar & Rosary Society				
Altar Server – 4 pm Mass				
Altar Server – 8 am Mass				
Altar Server – 10 am Mass				
Altar Server - Funerals				
Baptism Class leader *				
Bible Study				
Blood Drive Volunteer				
Blood Pressure Screening				
Cantor/Song Leader				
Catechist - Grade Level: ____ *				
Catechist Substitute *				
Cemetery Maintenance Help				
Children’s Liturgy of the Word *				
Choir - Name of Choir: _____				
Christian Form. Chaperone/Retreat Help *				
Christian Formation Committee				
Christian Form. Service Project Coord. *				
Christian Form. Service Project Helper *				
Christian Form. Table Leader–Grade: ____ *				
Confirmation Mentor *				
Earl’s Dream Committee				
EMHC (Communion distrib.) - 4 pm Mass				
EMHC (Communion distrib.) - 8 am Mass				
EMHC (Communion distrib.) - 10 am Mass				
Evangelization Committee				

Finance Council				
FOCCUS Couple *				
Funeral Dinner Helper				
Garden Guardians				
Greeter – 4 pm Mass				
Greeter – 8 am Mass				
Greeter – 10 am Mass				
Grounds Crew				
Harvest Fest Worker				
Health & Wellness Committee				
Helping Hands *				
Instrumentalist				
Kit-Makers				
Knights of Columbus				
Lector				
Liturgy Assistant – 4 pm Mass				
Liturgy Assistant – 8 am Mass				
Liturgy Assistant – 10 am Mass				
Liturgy Committee				
Mailing Helper				
Maintenance & Safety Committee				
Maintenance/Room Set-up/Take-Down				
Meal Ministry				
Min. of Hospitality (Usher) – 4 pm Mass				
Min. of Hospitality (Usher) – 8 am Mass				
Min. of Hospitality (Usher) – 10 am Mass				
Ministry of Care *				
NEW Community Shelter				
Office Volunteer				
Parish Council				
Parish Office & Financial Help				
Prayer Chain Member				
Prayer Shawl/Baptism Blankets				
Social Concerns Committee				
Staying Connected Ministry				
Stewardship Committee				
Transportation *				
Welcoming Committee				
Welcoming Event Help				

\* Must be VIRTUS trained

**COMPLETE PAGES 15 & 16, TEAR OFF, & RETURN TO THE PARISH OFFICE**