



QUEEN *of* APOSTLES
MINISTRY BOOKLET

*Queen of Apostles
exists to proclaim
the gospel:
to heal, console, educate,
listen to and help people
in need.*

*We are dedicated to be a
community of love and
understanding, as we
continue the mission
of Christ.*

*Dear Friends in Christ,
It is a pleasure and a privilege for me to travel with you as we seek and help build God's Kingdom. Each and every person at Queen of Apostles Parish has exactly the right gifts that when brought together and shared freely, the Church's mission is accomplished.*

Here are some opportunities for you to live out your baptismal call to steward the time and talent God has entrusted to you!

A fellow steward,

Fr. Chuck Hanel
Pastor

frchuck@queenofapostles.net
(262) 691-1535, Ext. 101



Masses

Saturday 5:00 pm
Sunday 8:00 am & 10:30 am
Monday, Tuesday, Wednesday
& Friday 9:00 am

Reconciliation

Saturday 4:00 pm to 4:30 pm
& by appointment

Rosary

Monday, Tuesday & Friday after Mass
Wednesday 8:30 am

Eucharistic Adoration

Wednesday 9:30 am to 12:00 pm
Wednesday 5:00 pm to 7:00 pm

Prayer for Priests

Wednesday 2:00 pm to 2:30 pm

Pilgrim Crucifix

Weekly traveling devotion in homes

PRAYER & WORSHIP

The “work of the people” to deepen their spiritual lives, strengthen their relationships with God, and magnify the Body of Christ.

Liturgy

Altar Server/Cross Bearer: Lead the entrance and closing processions, ring the Sanctus bells, and assist the priest during liturgies. Instruction and formation are provided for youth and adults.

Children's Liturgy of the Word: Youth and adult leaders facilitate a child focused reflection on the scripture readings of the day—offered at the 10:30 Sunday Mass.

Communion Service Leader: Lead a communion service at church, nursing homes and/or assisted living facilities. Instruction and formation are provided.

Communion to Shut-Ins: Distribute the Eucharist to the homebound, hospitalized, and those in nursing homes. Formation is provided.

Environment Team: Sets and maintains the liturgical décor in the sanctuary, main church,

and gathering space to appropriately reflect the liturgical seasons.

Eucharistic Minister: Confirmed youth and adults assist in the distribution of the Body and Blood of Christ during Mass. Instruction and formation are provided.

Greeter: Teens and adults welcome parishioners and guests as they arrive for Mass, distribute worship aids, and provide information.

Laundry Volunteers: Care of altar linens, altar server robes, albs, vestments on a rotating schedule.

Lector: Proclaim the 1st and 2nd scripture readings at Mass and lead the Universal Prayer. Instruction and formation are provided.

Liturgy Assistant: Provide support to pastor and staff during liturgies.

Sacristan: Prepare the church for Mass with the set-up of vessels, linens, candles, and consumables; lighting and sound systems; and other ministry items as needed.

Usher: Teens and adults facilitate the seating of parishioners, collection

and presentation of gifts, communion procession, and distribution of bulletins.

Music

Cantor: Proclaims the psalm and leads the sung prayer at Sunday Masses. Audition is required.

Choir: Youth and adults sing at Sunday Masses to support and encourage participation in song. Rehearsals for the 10:30 Mass Choir are Thursday evenings. All choirs rehearse one hour prior to Mass.

Musician/Instrumentalist: Accompany the choir at Mass to support and encourage participation in song. Audition is required.

Resurrection Choir: Sing at funerals on an as needed basis.

Prayer and Worship Commission

Member: Adults study and discuss the liturgical needs of the parish and plan according to the liturgical season. Meets monthly.

Primary Contact:

Brian McLinden, Ext. 103
brianm@queenofapostles.net

LIFELONG FAITH FORMATION

The journey toward spiritual growth, discovering, and understanding who we are called to be.

Formation

Child Ministry Catechist (K4-5):

Teach our faith to a small group in a classroom setting. Materials and support are provided. No teaching experience required.

Youth Ministry Catechist (6-12):

Connect with teens and facilitate small group discussions and retreat activities. Materials and support are provided. No teaching experience required.

Bible Study: Facilitate discussion of Scripture using Catholic study programs to deepen faith and increase understanding.

Sacramental Preparation

Baptism: Welcome and accompany families as they prepare for the sacrament of baptism. Instruction and training are provided.

“FOCCUS” Couple:

Help engaged couples appreciate their unique relationship, learn more about themselves, and discuss topics important to their lifelong marriage. Instruction and training are provided.

Rite of Christian Initiation of Adults

(RCIA): Support catechumens and candidates who desire to become members of the Catholic Church.

Lifelong Faith Formation Commission

Member: Work to promote and develop opportunities for life-long faith formation and growth in faith. Meets monthly.

Primary Contact:

Liz Kuhn, Ext. 108

lizk@queenofapostles.net

HUMAN CONCERNS

The opportunity to serve as the hands of Christ, and promote justice, peace and well-being for those in need.

Bakers and Cooks: Provide food items for parish events and outreach activities. On an as needed basis.

Bereavement Ministry “A Journey

Shared”: Provide care, support and understanding for anyone grieving a loss. Sessions are held periodically throughout the year.

Funeral Ministry: Provide support and assistance to the family during the visitation and funeral liturgy.

Funeral Luncheon Server: Set-up, serve, and clean-up luncheons held after a funeral. Called on a rotating basis.

Funeral Food: Provide food (casseroles, salads, desserts) for funeral luncheon. Called on a rotating basis.

Funeral Food Callers: Contact volunteers to request food needed for

funeral luncheons.

Christian Women: Provide spiritual, social and financial support to the parish and greater community through monthly meetings and events.

Home Outreach: Connect with homebound parishioners by phone or in-person visit.

Knights of Columbus: Offers men a place to lead their families and communities in faith and service and put their faith into action.

Mercy Mats: Repurpose plastic shopping bags by making and crocheting “plarn” into sleeping mats for those in need. No experience needed. Meets monthly.

Prayer Line: Pray for the special needs and intentions that are requested by fellow parishioners. Requested intentions are forwarded via email.

Prayer Shawl: Combine compassion and the love of knitting/crocheting into a prayerful ministry that helps those in

need of comfort and support, as well as in

celebration and joy. Meets monthly.

Respect Life: Raise awareness of life issues to foster a culture that cherishes, defends, and protects every human life from womb to tomb.

St. Dismas Jail Ministry: Focuses on a spiritual approach with prisoners who want to understand and strengthen their relationship with God.

St. Vincent de Paul Meal Program: Donate requested food items to our SVDP Meal Program. Requested bi-monthly.

St. Vincent de Paul Meal Program Server: Transport to and serve prepared food at the SVDP Milwaukee Southside meal site. Serves bi-monthly.

St. Vincent de Paul Society: Serve the poor in the Pewaukee area (in association with the Waukesha County SVDP) by meeting with those in need

and distributing financial assistance, food and clothing donations.

The Band: Use your vocal and/or musical talent as part of the traveling sing-a-long group that visits area nursing homes and senior centers. All are welcome.

Human Concerns Commission

Member: Work to increase awareness and sensitivity to the religious, social and economic needs of parishioners and assist in activities and programs to address needs.

Primary Contact:

John Schueller, Ext. 102

johns@queenofapostles.net



STEWARDSHIP & PARISH LIFE

A community building ministry with activities designed to invite, encourage, and welcome parishioners to share their God given time, talent and treasure.

Adopt-A-Highway: Care for the environment by cleaning up our “adopted” section of Capitol Drive. Outings are organized a minimum of three times a year.

Doughnut Sunday: Provide fellowship to parishioners by helping set-up and serve doughnuts and beverages on selected Sundays.

Fellowship Weekend: Plan, organize and host a family craft activity on selected Sundays.

Fish Fry: Work with a team to prepare, serve, and/or clean-up parish Fish Fries.

Fish Fry Bakers: Donate dessert items for parish Fish Fries.

Men’s Golf League: Meets weekly on Mondays from May to August at

Songbird Hills. All levels are welcome and schedules are flexible.

New Parishioner Welcoming:

Contact newly registered parishioners by phone, email or in person. Organize and host Spring and Fall gatherings for newly registered parishioners.

Parish Picnic: Work with a team to plan, coordinate, and provide food and activities for the annual summer parish picnic.

Trivia Night: Work with a team to plan and host an evening of trivia and socialization.

Stewardship Commission Member: Collaborate with pastor and parish staff to develop strategies and activities to encourage parishioners to share time, talent and treasure. Monthly meetings.

Primary Contact:

Debbie Esser, Ext. 104
debbiee@queenofapostles.net

**LEADERSHIP &
ADMINISTRATION**

The collaborative effort of Pastor, Staff, Pastoral Council and Trustees, as stewards of parish resources to address, manage, and plan for day to day and long term needs of the QOA faith community, including facilities, property, and cemeteries.

Finance Council: Works in partnership with pastor and parish staff to oversee the parish budget, long-term financial strategies, and record keeping.

Building & Grounds Committee: Works in partnership with parish staff to oversee the maintenance, improvement and planning of parish property and grounds.

Cemetery Committee: Works in partnership with parish staff to oversee the ongoing care of the parish cemeteries.

Personnel Committee: Organized as needed by Pastor.

Technology Committee: Works in partnership with parish staff to assess and develop a strategic plan for the technologies needed to support the ministries of the parish.

Money Counters: Works under the direction of parish staff to count and prepare weekend contributions for deposit.

Office Assistance: Works under the direction of parish staff to complete office tasks, answer telephones, stuff bulletins and envelopes, and special projects.

Pastoral Council: Works in partnership with pastor, parish staff, and commissions to plan and foster the parish vision and direction.

Human Concerns Commission: Discerns the needs of parishioners and members of the broader community, identifies resources, and engages parishioners to address those needs.

Life-long Faith Formation

Commission Member: Collaborates and consults with parish staff to design, implement, and evaluate the parish formation program.

Prayer and Worship Commission:

Supports the spiritual prayer life of the parish community through the formation and development of ministers for the Eucharist and all the sacraments.

Stewardship Commission: Works in partnership with parish staff to educate, foster, and promote the desire of parishioners to share their gifts, talents and treasure for the benefit of the parish and broader community.

Primary Contact:

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