
MINISTRY HANDBOOK

Living a Life of Stewardship

Church of the Immaculate Conception
Church of the Sacred Heart
Church of St. Rose of Lima

Area Catholic Community Council (ACC)

Pastoral Council

The Pastoral Council is an advisory council for the pastors in the pastoral care of the One in Faith Area Catholic Community. The One in Faith ACC consists of 7 parishes (St. Mary-Melrose, Sacred Heart-Freeport, Immaculate Conception-New Munich, St. Rose of Lima-St. Rosa, St. Michael-Spring Hill, St. Andrew-Greenwald, and St. John the Baptist-Meire Grove). They work with the pastors and staff in envisioning, facilitating, and implementing pastoral goals and objectives relating to the mission of the Area Catholic Community. Their mission statement is *Making Disciples of Christ*. Any person who has been confirmed and is a member of one of the parishes may be elected/appointed to the Council.

Parish Committees

Art and Environment Committee

Volunteers who have a gift for artistic arrangement follow the Church's guidelines in preparing the liturgical environment for the various church seasons.

Cemetery Committee

The Cemetery Committee meets periodically to plan, develop, operate, and maintain the parish cemetery.

Festival/Raffle/Fundraising Committee

The festival is a parish fundraising event for the whole community. Food, music, and games provide something for everyone. The committee heads up the event with the stand chairs underneath them. This occasion offers many opportunities to volunteer and/or donate to the stands.

- ◆ Sacred Heart's Festival is the third Sunday of July.
- ◆ St. Rose of Lima's Festival is the Sunday of Labor Day Weekend.

The raffles are a vital form of fundraising for the operation of the parishes. The committee gathers donations and sees the raffle through completion. Here are the raffles held currently at our parishes.

- ◆ Immaculate Conception Winter Cash Raffle
- ◆ Immaculate Conception Summer Cash Raffle
- ◆ Sacred Heart Grand Raffle
- ◆ St. Rose of Lima Grand Raffle
- ◆ St. Rose of Lima Cash Raffle

At times parishes may take on a project that is in need of extra funding or additional funds may be needed for general operations. The fundraising committee would come up with an idea to raise money and present this to the finance council. Once the finance council has approved, the committee would then carry the fundraiser out. Immaculate Conception has an annual fundraising event called the Harvest Supper. This is held each Fall.

Directory Committee

The directory committee would be in charge of lining up a photographer, company, and/or printer for a pictorial directory. They would send out correspondence to parishioners giving them opportunities to have their pictures taken. The directory ideally would be updated every 3-5 years.

Parish Assistance

Office Assistance

From time to time the office needs help with some projects. Examples include stuffing inserts into the bulletin, stuffing mailings, sealing envelopes and stamping them. An office staff member would call you as needed and see if you are available to help with the task.

Cemetery Work Group

When trees need to be cut down, sink holes need to be filled in with black dirt, or any form of cleanup needs to take place in our parish cemeteries, the groundskeepers would find it helpful to have a list of individuals to call upon to help with these tasks.

Lawn Mowing—Immaculate Conception—only Thursdays during lawn mowing season a group gathers to help mow the lawn and do the trimming in the parish cemetery. Many hands make light work.

Church Cleaners/God's Housekeepers

Each parish has individuals who help keep the church clean.

Immaculate Conception has groups that are assigned one month at a time on a rotating basis. Typically you serve once every year and a half. This team dusts the pews and altars, vacuums, sweeps, and mops the floors in the body of the church, sanctuary, and sacristies. They also deep clean the bathrooms.

Sacred Heart works in teams of two and are scheduled one week at a time on a rotating schedule. They clean the sanctuary and sacristy.

St. Rose of Lima does a "Spring Cleaning" night. A large group gathers once a year to do a deep cleaning of the entire church.

This is a meaningful opportunity to serve both God and fellow church goers.

Plant Tender

This individual(s) waters and cares for the plants. There are opportunities throughout the year. You could be part of the greenery team (green plants), the Christmas and Easter flower team, or the summer outdoor flower team.

Candle Tender

This individual changes out the candles on the votive stands, sanctuary lamp, and other candles in church. They keep the votive area stocked with candles and let the parish office know when candles need to be ordered.

Pastoral Care

Heart and Hands in Service

This outreach ministry engages volunteers to share presence, prayer, and deeds with homebound parishioners through spiritual and charitable forms of service. Some forms of charitable service are driving people to/from doctor appointments, picking up and delivering groceries to the homebound, etc.

Funeral Lunch Sub

Men and women are needed to be on a sub list to help serve lunch for our funerals. This is a great opportunity to support our fellow parishioners in their time of need and to meet new people.

Welcome Committee

Couples or individuals are needed to welcome new parishioners to the parish. It would be wonderful to have people from all age groups part of this ministry so when new parishioners join we can pair them up with a parishioner in their same age group. The parish office or Christian Women's group will put together a welcome kit for you to bring with you to welcome these individuals.

Spiritual Growth Opportunities

Sponsor Couple for Marriage Prep

Sponsor couples are trained to help engaged couples in the marriage preparation process using the Fully Engaged curriculum to evaluate their relationship and preparations for marriage.

Eucharistic Adoration

Being involved with this ministry will help you make prayer and spending time with our Lord a greater priority in your life. Consider being a regular adorer. We try to have two people present for each hour of Adoration. If you are not able to commit to a regular time, you are welcome to come to adoration at your leisure.

Committed Adorers commit to a holy hour weekly. There are opportunities in each of our parishes.

Immaculate Conception—7:00-8:00 am Thursday mornings year round

Sacred Heart—5:30 pm 8:30 pm Wednesday evenings September– April

9:00am-2:00 pm Fridays year round

St. Rose of Lima—7:00-8:00 am Tuesday mornings year round

Adoration Substitutes—From time to time, committed adorers are unable to complete their holy hour. If you are not able to commit weekly, you may want to be a substitute.

Closing of Adoration—Sacred Heart only—Fridays at 2:00 pm. There is a rotating schedule of closers. Closing consists of prayers, placing Jesus back into the tabernacle, and setting up the altar so it is ready for the next Mass. Training is required for this ministry.

Prayer Line

The prayer line is a network of parishioners who pray for intentions requested by fellow parishioners. The prayer requests can be anything from burdens one is trying to overcome to healing of a sickness. This is an effective way to intercede for important prayer intentions. New intercessors are always welcome. All prayer requests are kept confidential.

Adult Faith Formation

Bible, Book, or Catholic Faith Studies

Individuals or partners are needed to help lead small Christian Communities. Other possible offerings could include Lenten study, Advent study, Bible study, Young Adult Study, etc. If you have an idea, please contact the office to set up a time to discuss your idea and make a plan. It would be great to be able to offer different groups for men, women, young adults, married couples, single people, etc.

Men's Group

Men's *TMIY That Man is You!* Group is held on Tuesday mornings at 5:30 am at Sacred Heart Parish. This is a twelve week program offered September-December and January-April.

Women's Group

Women's Gather in Grace Group meets Sunday nights once a month at the Tri-Parish Office in Freeport. This group meets September-April.

Rite of Christian Initiation of Adults (RCIA)

The Rite of Christian Initiation of Adults (RCIA) is the educational process whereby adults who wish to become Catholic learn about the faith, build their relationship with God, and prepare to enter the Catholic Church on Holy Saturday at the Easter Vigil Mass. Catholics who simply want to learn more about the Catholic faith are welcome to attend. We are in need of catechists, helpers, and sponsors to facilitate conversation in the RCIA candidates' preparation.

Youth Faith Formation

The Faith Formation Department at the Tri-Parish is a vital part of parish life. This department has an influence on over 150 students and utilizes more than fifteen teachers, assistants, and substitute teachers. Some positions may require training, which will be provided.

Elementary Faith Formation

Classroom sessions for Grades 1, and 3-6 are held one Wednesday evening each month, mid-September through April. Classroom leaders, classroom aids, and substitute leaders are needed. Training and materials are provided.

Parent Talk Leader/Speaker

The parent talk leader goes over the upcoming month's home lessons with the parents while helping them dive a little deeper into their faith. A parent talk speaker is an individual(s) who is able to speak on a particular topic that is covered or of interest to the parents. One or more leaders are needed for this ministry.

First Confession and First Communion

Instruction for the sacraments of First Confession and First Communion are taught to 2nd graders most Wednesday evenings September–April. Classroom leaders and classroom aids are needed to help lead the lessons.

Middle School/Senior High Faith Formation

These classes are open to Grades 7 - 11. Sessions run on Wednesdays, mid-September through April. Classroom leaders, classroom aids, substitute leaders, hall monitors, and other volunteers are needed. Some of the topics covered are parts of the Mass, the liturgical seasons, Bible study, forms of prayer, Nicene Creed, Theology of the Body (grade 9), and Decision Point by Dynamic Catholic (grade 10).

Vacation Bible School Volunteers

Vacation Bible School runs Monday through Friday the first week after District 740 dismisses for the summer. VBS is open to children ages 4 through Grade 5 from 9:00 am to 11:30 am. Volunteers are needed to help with music, snacks, crafts, games, and planning. Volunteers can be students entering grade 6-adult.

Youth Leadership Team

The youth leadership team comes up with events and activities for our youth to participate in. They schedule and plan the events. Students in grades 9-12 can apply to be part of this team. Contact the Faith Formation Coordinator for an application or print off the parish website.

Chaperones for Events

Chaperones age 18 and over are needed to chaperone events that our youth attend. This is a fun way for you to influence the lives of our youth. Occasionally, we also need adults to drive the youth to activities. You must be 23 to drive for events per insurance guidelines.

Outreach Program

Serve Coffee and Goodies after Mass

Groups and parish members (individuals and families) volunteer to serve coffee and goodies. Volunteers of all ages and abilities can help with this ministry. Typically, 3-4 people are called upon for each Mass to set up, serve, and clean up (supplies, food, and beverages are brought in ready to serve by coordinators). This is great fellowship time for parishioners and visitors within the church. Providing regularly scheduled fellowship on weekends adds value to us coming together as a community, getting to know the church family.

Quilters

Individuals who enjoy quilting are welcome to join our parish quilters. The parish quilters sew quilts for parish festivals, fundraisers, and people in need.

Liturgical Ministries

Altar Server

Altar servers assist around the altar, adding to the ceremony by carrying candles, incense, or the processional cross. Servers are asked to arrive 15 minutes before the liturgy begins. Servers usually begin serving in the middle of the fourth grade and can serve through adulthood. School-age servers, as well as adults, are needed. Training is required.

Adults who are available to serve for a funeral Mass are invited to consider joining this ministry.

Devotions

There are times during the year that individuals are needed to assist with events at church. One example would be being a cross bearer and reader for Stations of the Cross.

Extraordinary Eucharistic Minister (EOEM)

Extraordinary Eucharistic Ministers help distribute the Eucharist at Masses. Ministers must be confirmed, practicing Catholics. Attendance at an annual training is required.

Greeter

Greeters welcome those who come to celebrate Mass, particularly for those who are visitors. Greeters are warm, hospitable people with positive attitudes and compassionate expressions. Greeters help people connect to the larger community by welcoming them and answering any questions they may have.

Usher

Ushers assist at the weekend and Holy Days of Obligation Masses, seat people, take up the offering, invite members of the assembly to take part in the Presentation of the Gifts, guide parishioners to Communion, hand out the bulletin after Mass, and ready the church for the next Mass. Ushers work in a team environment. Attendance at an annual training is required.

Lector

Lectors primarily proclaim the Word of God at Masses. Their ministry calls them to allow the Word of God to speak through them and to come alive in the hearts of all those who hear it and to lead the assembly in praying the Prayers of the Faithful. The ability to be heard and understood is a requirement. Attendance at an annual training is required. Lectors are also needed for funerals and daily Mass.

Rosary Leader

Individuals are needed to lead the rosary prior to weekday and weekend Masses.

Sacristan

Sacristans are called to “prepare the feast and celebration” by seeing to the preparation and purification of Eucharistic vessels. Sacristans also perform other duties done behind the scenes that are essential to the orderly celebration of Mass. Sacristans are also needed for weekday, First Saturday, and Funeral Masses. Attendance at an annual training is required.

Children’s Liturgy

Children’s Liturgy leaders and helpers gather young children who have not yet received First Communion and lead them in readings of Scripture, activities, and prayer suited to their age during the Liturgy of the Word at Mass. Their ministry calls them to bring the Word of God alive to the youngest members of the gathered assembly. Many volunteers are needed for the success of this ministry. Leaders need to be confirmed. Children’s Liturgy is offered September-May.

Music

Music ministers share their musical gifts and talents with the parish as choir members, instrumentalists, and accompanists. Their ministry calls them to lead the gathered assembly in sung worship and to create a prayerful musical environment that allows worshippers to draw closer to God. Music ministers may serve as:

Parish Choir Members:

Immaculate Conception Church is led by Calli Mayers, Music Coordinator and Choir Director. The adult choir of Immaculate Conception Church is composed of men and women of all ages. The choir sings at weekend Masses, along with special liturgies throughout the year. They practice monthly from September through May, with additional practices to prepare for the Christmas and Easter season. The choir enjoys singing congregational hymns, sacred favorites, and preparing new pieces for special occasions. All abilities are welcome to share their talent. The only requirement is that you love to sing!

Sacred Heart Church is led by Jesse Kuechle, Music Coordinator and Choir Director. The choir sings twice a month. Practices are typically the Tuesday before the weekend Mass. Anyone interested in singing is welcome to join us. Instrumentalists are also welcome to join for special Masses such as Christmas and Easter.

St. Rose of Lima Church is led by Amy Wilwerding, Music Coordinator and Choir Director. The choir and/or individual cantors are invited to sing at all weekend Masses, depending on availability of members. They normally practice on Tuesdays as needed, more frequently prior to Easter and Christmas. Instrumentalists and singers of all ages are encouraged to participate.

Youth Choir:

The Youth Choir is led by Joe Notch and is open to students in grades 2-12. They sing once a month (September-May) at Sunday Mass in Freeport. Practices are usually the week before they sing, after school in the church. There will be opportunities for students to play guitar or piano at Mass.

Instrumentalist:

Various instrumentalists are welcome to enhance the sung prayer of the community. All types of instruments are welcome, and all ages are invited.

Supporting Organizations

Christian Women

Immaculate Conception—The St. Ann’s Christian Women is a group of women from our parish with a mission to support, empower, and educate our Catholic women by providing spiritual, educational, social, charitable, and service programs. The group has four meetings a year and provides many services of our parish and community. They organize the annual and monthly cleaning of our church and the funeral lists. They host Bingo at Pine Villa, hold 2 bake sales each year, pray the rosary at funeral visitations for our deceased members, have Masses read for them, and have an annual Mass for the living and deceased members. They host an annual dinner for our widows and widowers and host socials in the church basement for various parish events.

Sacred Heart—Sacred Heart Christian Women support, empower, and engage Catholic women in spirituality, leadership, and service to respond to the needs of the church and society in the modern world. They invite the women of Sacred Heart Parish who are 19 years and older to become members of the Sacred Heart Christian Women Group. The Christian Women host two FUNraising events throughout the year, the Christmas Quarter Craze and the Spring Quarter Craze. The money raised supports the needs of our church and school in our parish community. As a member of the Christian Women, you may choose to be involved in any of the following: Quarter Craze FUNraisers, quilting, annual breakfast/social, Public Square Rosary, praying the rosary for our deceased members, and making “prayer blankets” for the sick, homebound, or persons in need of prayerful support.

St. Rose of Lima—The St. Rose Christian Women are involved in many activities. They hold 2-3 meetings per year, including a Christmas party as well as help with Deanery meetings. The Christian Women have hosted socials for parish celebrations. Fundraisers are held every year for organizations such as: the Food Shelf, Options for Women, Food for Thought. They also make quilts for the festival quilt auction. Social events are held periodically and have included: painting parties, card making, and field trips.

St. Loretta’s Mission Group—St. Rose of Lima

The St. Loretta’s Mission Group of St. Rosa began in May 1970 with 33 charter members. Through the years, the mission group has been involved in different activities depending on the needs of the St. Cloud Mission Office under which all mission groups in the Diocese fall. Presently the St. Loretta’s Mission Group has 12 members. They meet twice a year in fall and spring. The mission group makes several quilts that are auctioned off at the annual fall festival. They also have an annual bake sale in the fall. Proceeds go to various causes such as: Diocesan seminary support, FOCUS, Crosiers, Franciscan Sisters of Little Falls, and the Diocesan Mission Office. The purpose of the mission group is to support vocations to religious life, missionary priests and sisters, and the poor and vulnerable, both locally and in third world countries.

St. Joseph Society

Sacred Heart—The St. Joseph Society is a Catholic organization involving men of Sacred Heart Parish. The society is always looking for new members to join to help enhance our service organization of Sacred Heart

Parish. They have a meeting once a year which is usually held in March. They also have a fundraiser during the year to help raise money for parish projects. They encourage you to look deep into your faith and ask how can I better fulfill my Catholic mission in life and offer some of my time and talent to help our parish community. Dues are just \$10.00 a year and are payable in the first months of the new year.

Immaculate Conception—St. Joseph's Men's Society is a men's group from the parish whose primary function is to provide maintenance and upkeep for the church cemetery. They mow the grass and make sure general upkeep is maintained and access to the grounds is always available in the winter. They have one scheduled meeting each year near the Feast of St. Joseph, which is March 19, to take care of any business that needs to be discussed and approve any purchases of major upgrades that are needed for the cemetery. Our primary fundraiser is our Annual Chili/Chicken Noodle Soup Feed held the last Thursday in April. All men in the parish are welcome to join, with envelopes provided in the church packet. Dues are \$5 yearly.

Holy Name Society—St. Rose of Lima

The Holy Name Society is a men's organization at St. Rose of Lima Parish. Yearly dues are \$5 for current members. The money from the dues goes toward Masses for a member that has passed away.

Knights of Columbus

The Knights of Columbus in our Tri-Parish is called "St. Joseph the Worker" Council #16455. They are Catholic men of faith and charitable action. The Knights of Columbus also provides a top rated insurance program for members and their families. There are four principles that guide them in all the good works that need to be done—Charity, Unity, Fraternity, and Patriotism. Our Catholic faith teaches us to love thy neighbor as thyself, and the Knights of Columbus shows this by making donations of all kinds to the needy, helping those with special needs by helping at Special Olympics, supporting mothers who choose life for their babies, and many other ways that show compassion to those in need. They meet once a month as a council to plan and carry out fundraising projects, Faith in Action programs under categories of Community, Faith, Family, and Life. As a council they strive to make life in our parishes and community better. None of us is as good as all of us.