

# ***Holy Trinity & St. Michael's***

## ***Ministry Guide***



**Love. Grow. Serve.**

## ***Sharing my time and talents with St. Michael's & Holy Trinity Parish***

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Before we can give any percentage of our time or talent to God, we must first give Him 100% of our hearts. For this reason, our Stewardship renewal is a time for conversion above all else. It is a time to make God our top priority – a time to put our Faith First.

### ***Time ... For prayer and worship***

Is daily prayer simply a task that can be easily moved - or even canceled - if life gets busy? Do we find time to pray each day to thank the Lord for the blessings He has bestowed upon us? Do we present our needs and the needs of others at His feet?

There are many ways to make time for the Lord including: Putting the Lord's Day first by attending Mass weekly and on Holy Days, spending 15 minutes per day in personal prayer, praying together with loved ones, reading inspirational material, praying the Rosary, spending time with Jesus in Adoration, etc.

### ***Talent ... Shared in ministry***

Each of us has a special set of skills and talents that are uniquely ours. As Catholic Christians, we believe that every member of our faith community has been given talents that are gifts from God.

We use these skills and talents to earn a living and care for our family. God gives us these gifts with the expectation that we will use them to enrich and assist our faith community and our broader world.

We are blessed here at St. Michael's & Holy Trinity Parishes with many parish members who share their talents with our faith community. Our parish ministries thrive because of that commitment, and we thank those involved.

To realize our dream of becoming full stewardship parishes, we must bring forth the gifts of all parish members. We each contribute a unique piece to our faith community. Our parish ministries are not complete without you!

The following pages contain many opportunities where you can share your talents with our parish communities. There is a ministry for everyone – adults, children, grandparents, families and couples. Our goal is to have every parish member participating in some way. Can you lend your input to one of our standing committees? Are you available to help in the school office? Will you share your faith with our youth as a Catechist? Can you pray for our parish and its ministries? This year, how is God calling you to use your gifts?

Please indicate your commitment on the form enclosed and place your completed form in the baskets. Otherwise, please return to the Parish Office. Thank you.

# ***Prayer & Worship Ministries & Opportunities***

Ministries that assist during Mass or help with Mass preparations

## **Prayer & Worship Committee**

**Holy Trinity Contact: Mary Wietor 262-626-4411**

**St. Michael's Contact: Deacon Ralph Horner 262-343-1795**

The Prayer & Worship Committee provides vision and advisory support to Father, and is instrumental in leading Holy Trinity & St. Michael's Parishes in direction of prayer & worship. Activities include planning liturgies, writing intentions, and decorating the Church for liturgical seasons (floral arrangements, keeping plants watered, and installing & removing decorations). The committee advises on other liturgical volunteer ministries and works with the finance council to determine the prayer and worship budget. Three-year commitment, 2 hours per month. Open to youth ages 14-17 and adults.

## **Ministers of Hospitality/Ushers**

**Holy Trinity & St. Michael's Contact: Jenni Bolek 262-626-2860**

Greeters are those parish members who dispense a special sense of hospitality that reflects the graciousness of the Lord. These ministers greet everyone coming to Mass, setting the tone of welcoming that will pervade the entire assembly. They distribute worship aids, assist with parish member seating, collection of offerings, and help in the event of an emergency. Time commitment is to arrive at church 30 minutes prior to Mass time. Schedule is very flexible, based on your willingness to serve. Mentoring is provided. This is a wonderful family ministry!

## **Extraordinary Ministers of the Eucharist**

**Holy Trinity & St. Michael's Contact: Jenni Bolek 262-626-2860**

This is a wonderful ministry in that you are privileged to share the Body and Blood of Christ with our faithful at our weekend Masses. Personal training provided. Schedule is about once per month. You can sign up based on your preferred Mass time. Open to any confirmed member.

## **Ministers of the Word/Lectors**

**Holy Trinity Contact & St. Michael's Contact: Jenni Bolek 262-626-2860**

This ministry is for those who wish to serve the Church by proclaiming God's Word at Mass. Includes reading announcements, procession, and leading congregation in universal prayer. Confirmed, high school age and older are welcome. Training & resources provided. A quarterly schedule is prepared and is very flexible.

## **Server Guild for Boys**

**Contact: Father Patrick Magnor 262-626-2860**

Mass servers assist Father at Mass on weekends, weekdays, holy days, funerals and weddings. Their presence adds to the dignity and reverence of our celebrations. This liturgical role serves the function of representing the Body of Christ as a servant. Time commitment approximately one Mass per month. Open to youth in grades 3-12 and adults. Father Patrick Magnor provides training.

## Altar Guild for Girls

**Contact: Bridget Schumaker 262-483-6597 [bridgetschumaker@yahoo.com](mailto:bridgetschumaker@yahoo.com)**

Members of the Altar Guild will meet periodically to pray together, receive some extra personal formation about being a Catholic woman, and also have the parish apostolate of decorating the Churches, setting up for Mass in conjunction with the sacristans, and lectoring during Mass. Time commitment approximately one Mass per month and additional periodic meetings. Open to youth in grades 6-12.

## Music Ministry

**Holy Trinity & St. Michael's Contact: Sean Theusch [Sean.Theusch@cuw.edu](mailto:Sean.Theusch@cuw.edu)**

If you love worship by singing praise to God or playing an instrument, we want you! Cantors, instrumentalists and singers greatly enhance our liturgies. Mentoring & training also provided. Open to adults and youth grades 3-12.

## Sacristan Ministry

**Holy Trinity Contact: Mary Wietor 262-626-4411**

**St. Michael's Contact: St. Michael's Office 262-334-5270**

Sacristans set up the items needed for Mass such as the vessels, bread & wine, and lay out the garments. This ministry encompasses the many behind-the-scenes tasks that support the Mass. Time commitment varies based on the number of volunteers.

## Homebound Pastoral Ministers

**Holy Trinity & St. Michael's Contact: Mary Breuer 920-912-3198; [breuerm@htschool.net](mailto:breuerm@htschool.net)**

Our homebound and nursing home residents need outreach from our parishes. Ministers bring the communion, prayer, compassion and bulletins to our sick and elderly. Time commitment 2 hours per month. Open to adults. Individual training provided.

## ***Parish Support Opportunities***

Activities that assist with our parish operations

### Pastoral and Finance Councils

This group of parish volunteers serves as advisors to the pastor. The councils are involved in planning to meet the needs of the parish, the archdiocese and the broader community, with a vision for the future and a strong basis in stewardship. Council members are selected through a discernment process each spring. Meetings are held the 3<sup>rd</sup> Tuesday of each month.

### Offertory Counters

**Contact: Jenni Bolek 262-626-2860**

St. Michael's: Offertory Counters meet after the 9 am Sunday Mass.

Holy Trinity: Offertory Counters meet at Westbury Bank on Monday mornings at 9 a.m.

Open to adults confidentiality requirements apply.

### Office Volunteers

**Contact: Jenni Bolek 262-334-5270**

Help in the parish office with a variety of projects including stuffing weekly bulletins on Friday afternoons at Holy Trinity, assisting with bulk and other mailings. These jobs are done during business hours on an "as needed" basis.

### St. Michael's Misc. Volunteers

**Contact: Jenni Bolek 262-626-2860**

Help clean and set-up the Church and Parish Hall for Hospitality Sundays or for funerals.

### Building & Grounds Committee

**St. Michael's Contact: Joe Dehler 262-334-5270**

**Holy Trinity Contact: Frank Fellenz 262-626-2860**

Do you have an interest or knowledge in construction, building maintenance, operating systems or purchasing? Are you an active or retired tradesperson? Do you like to work with your hands? If so, our Buildings & Grounds ministry may be right for you. This committee oversees the maintenance, repairs & safekeeping of parish buildings & grounds. Reports to the Finance Council. Time commitment is flexible. Open to adults.

### Cemetery Committee

**St. Michael's Contact: Joe Dehler 262-334-5270**

**Holy Trinity Contact: Jenni Bolek 262-626-2860**

Help in the upkeep of cemetery grounds. Tasks include lawn care, general upkeep and updating rules & regulations. May also assist with burials. Members must be available during weekdays and may be asked to operate lawn care equipment. Time commitment varies according to need and ability.

## ***Human Concerns Ministries & Opportunities***

Support for those needing assistance – in our parish and the broader community



**Love. Grow. Serve.**

### **Joint Human Concerns Committee**

**Contact: Sharron Miller 262-626-2811**

The Human Concerns Committee identifies the needs of people in the parish and wider community, especially the poor, and attempts to match resources to meet those needs. Providing guidance to parish outreach, discerning financial support for the organizations served and enlisting the active cooperation of parish members, this committee is responsible for educating and communicating social, justice and other human concerns within the parish so that as many as possible can respond to Jesus' call to serve others. One-year commitment, 2 hours per month. Open to youth ages 14-17 and adults.

### **St. Vincent de Paul Ministry**

**Contact: Roger Neumann 262-893-4239**

If you are interested in serving the needy in our area, this is a wonderful ministry! Volunteers visit people in their homes, in the hospital and nursing homes to help meet their needs, including monetary aid for rent, utility bills, transportation, furniture, etc. Meetings are once per month for prayer and discussion to plan their response to the needs of others. Training is provided. Time commitment is 2 hours per month. Open to adults.

# ***Christian Formation & Mission Ministries & Opportunities***



## **Christian Formation Committees**

**Contact: Karen Magnus (262) 483-2431**

The role of the Christian Formation Committee is to help foster the lifelong process of personal growth in faith and evangelization of every parishioner, as they grow in community with God and the Church. This committee is advisory to the parish educational administrators and ministries affecting the faith lives of the adults, youth and children of Holy Trinity and St. Michael's parishes. Members help organize parish-wide faith formation events such as a Parish Mission and inspirational speaker programs.

## **Youth Ministry**

**Jessica Herriges, Director of Faith Formation/Coordinator for K5 - 11th grade 262-626-2650**

**Catechists:** Inspire, educate and mentor the youth in our parishes. You do not need teaching experience – just a willingness to share your faith. Classroom responsibilities include creatively presenting each week's lesson while enjoying the presence of God's grace in our young Christians. This could be an opportunity for couples to work together as they share their own faith experiences. Catechist orientation, training and support are provided. ***Attendance at a one-time Safe Environment Education class is required.*** . Open to confirmed Catholic adults.

**Substitute Catechist:** If you are interested in sharing your faith with youth, but a weekly class commitment does not fit your schedule, consider becoming a substitute catechist. Substitute for a lead catechist on an as-needed basis. All lesson plans and classroom activities will be provided. ***Attendance at a one-time Safe Environment Education class is required.*** Open to confirmed Catholic adults.

**Catechist Aide:** Assist a catechist in the classroom by helping students with projects and learning prayers, leading small group activities and discussions, and lending a hand with general classroom duties. Training will be provided. ***Attendance at a one-time Safe Environment Education class is required.*** Open to confirmed Catholics, high school seniors & adults.

**Substitute Catechist Aide:** If you enjoy helping students with projects and learning prayers, but a weekly class commitment does not fit your schedule, consider becoming a substitute classroom aide. Substitute for a classroom aide on an as-needed basis. Training will be provided. ***Attendance at a one-time Safe Environment Education class is required.*** Open to confirmed Catholics, high school seniors & adults.

**Office/Clerical Aide:** Assist the Religious Education Program with filing, copying, sorting, preparing kits for classroom projects, etc. Time commitment is determined by your scheduling preferences, perhaps choosing to do some of the clerical tasks in the convenience of your own home. Open to high school students and adults.

# ***Christian Formation & Educational Ministries & Opportunities***

Share your Catholic Faith

## **Adult Education & Formation**

**Contact:** Mary Breuer 920-912-3198 [breuerm@htschool.net](mailto:breuerm@htschool.net)

If you would like to meet with other adults to reflect on the scriptures and apply them to your life, this group is for you. This is an excellent way to meet others interested in exploring their faith. Activities include presentations, scripture study and reflection. You could be a sponsor in our RCIA program, which helps prepare adults for Confirmation & Communion. We welcome you! Time commitment varies. Open to adults. Orientation is provided. Confidentiality requirements apply.

## **Lending Library**

Organize our library of religious books, CD's, DVD's and pamphlets. Order new books as needed and communicate when available. Time commitment: 2 hours per month.

## **Catholic Heart Work Camp**

**Contact:** Jessica Herriges

**Mission Trip Coordinator**

Do you want to share the love of Christ while serving the neglected and brokenhearted? Would you enjoy inspiring the youth to live as disciples of Christ through serving others as a way of life, while fostering the Catholic faith of each teen through the sacraments, prayer and involvement in social service? As Coordinator, you would arrange Catholic Heart Work Camp meetings for interested teens, complete CHWC registration, coordinate chaperones and organize transportation details to the Mission location.



# *Holy Trinity School*



## School Advisory Committee

**Contact:** Margaret Lijewski, Chair 262-707-5948, [drlijewskidc@gmail.com](mailto:drlijewskidc@gmail.com)

Holy Trinity Advisory Committee provides vision and advisory support to our Principal. This committee reviews curriculum, policy and procedures for Holy Trinity School. If you wish to work closely with our Principal in setting educational goals this is for you. Time commitment is 2 hours per month. Open to adults.

## Advancement Committee for Holy Trinity School

**Contact:** Angelica Jimenz-Kern 262-388-3290

The Marketing committee of Holy Trinity School helps to increase our schools visibility in the community, showcase what our school offers and can encourage enrollment growth. This includes developing advertisement ideas, providing welcoming information for new families, and promoting Catholic Schools Week. Open to adults

## Home & School Association

**Contact:** Holy Trinity School

The mission of the Home & School Association is to bring about a closer understanding between parents, faculty and parish members by fostering a sense of community through communication and promotion of meaningful activities. These activities are intended to unify the Holy Trinity School community for the support and enrichment of a faith-based education and range from fundraising and family events, to creating a float for the Christmas parade. Committee meets 4 times per year, with smaller meetings for special projects.

## Athletic Board

**Contact:** Nick and Angie Jimenz-Kern 262-388-3290

This board is responsible for planning and organizing Holy Trinity & St. Michael's athletics. Program includes volleyball, basketball and dance team. If you enjoy sports and working with our children & youth, this is a great ministry. Duties include coordinating volleyball, basketball and dance programs, and maintaining supplies and uniforms. Committee members serve a three-year term. Time commitment is one meeting per month and 1-2 supervision activities per month. Open to adults. Training is provided.

## Team Coaches

**Contact:** Nick and Angie Jimenz-Kern 262-388-3290

Do you love sports? If so, pass it on by coaching! Coaches help provide instruction and leadership to boys and girls in grades 5-8 in basketball, volleyball and dance. Coaching emphasis is on training, instruction and participation – not just winning. Openings available for referees & judges as well. Time commitment is 3-5 hours per week during specific sport's season. ***Attendance at a one-time Safe Environment Education class is required.*** Open to adults and high school students with adult supervision.

## School Assistance

**Contact: Holy Trinity School Office 262-626-2603**

We're looking for volunteers to read or work with our younger students as needed. Consider being a Junior Achievement Leader with one of our classes. Working with these young Christians is really rewarding. Time commitment is very flexible averaging a few hours each month. Open to adults. Training will be provided.

## SCRIP Program

**Contact: Holy Trinity School Office**

SCRIP is a program that provides third source funding for our parish. Gift certificates from stores, restaurants, other vendors are sold at face value, with the vendor rebating a percentage of the purchase price to the parish.

## Safe Environment Education

**Contact: Mariah DeTrana 262-626-2603, [detranam@htschool.net](mailto:detranam@htschool.net)**

\*Safe Environment Education: The goal of Safeguarding All of God's Family program is to protect our children and all in the church family from abuse and related dangers. This class is required by the Archdiocese of Milwaukee for all volunteers who work with children in the parish and school. To register for a Safe Environment Education class please go to the following website: <https://milwaukee.cmgconnect.org>

## *Parish Life Opportunities*

Activities for those in our parish community



### Joint Stewardship Commission

**Contact: Jayne Steiner 262-626-2603**

The Stewardship Commission works to promote events that build a sense of community and celebrate our families while encouraging others to share their time, talent, and treasure. Events include monthly hospitality socials after Mass. Time commitments vary. No less than 6 meetings per year. Open to ages 14 and up.

### Welcome Wishers

**Contact: Holy Trinity or St. Michael's Parish Office**

This ministry offers a warm welcome to newly registered members of the parish.

### Holy Trinity Social Fest Committee

**Contact: Dani Knorr 262-689-8976, [knorrj3@gmail.com](mailto:knorrj3@gmail.com)**

Do you want to have fun and make a difference? As Holy Trinity's biggest fundraiser, a successful Social Fest depends on the talents of many. Do you like to plan events? Is promotion and marketing your forte? Is finding great auction items (procurement) your passion? Do you like to organize games? If you have time and a talent to share (and we all do!) Holy Trinity Social Fest has something for you. Time commitment varies with most activities June – August. Open to adults and youth ages 14-17.

### St. Michael's Fall Festival Committee

**Contact: St. Michael's Parish Office 262-334-5270**

This is the biggest fundraiser for St. Michael's parish. Do you enjoy working with others? How about organizing children's games! Maybe planning and organizing a large home-cooked meal interests you. If you want to meet and work with a large contingent of parish members, St. Michael's Fall Festival is a great way to share your time and talent. Time commitment varies with most activities in July – September. Open to adults and youth ages 14-17.

### Holy Trinity Flower Garden Club

**Contact: Holy Trinity Parish Office 262-626-2860**

Do you enjoy being outdoors? Do you like to garden? Help keep the Holy Trinity Parish, School, and Rectory looking beautiful! Tasks would include planting annual flowers, weeding, and watering. Fall landscape clean-up. Time commitment would be May - September.

## ***Other Possible Opportunities***

The previously listed ministries are currently active. Below is a list of ministries that are either dormant or have not been established. If you are interested, we will facilitate connecting interested parish members in efforts to assist in the establishment of any of these ministries.

### **Young Adult Ministry**

This ministry would address young adults from age 18 through their mid-30's. Activities might include organizing a young adult speaker series on timely topics. Another might be to organize a "Mothers Group". Another might be small events that introduce young adults. Another might be organizing mentor couples for engaged couples who are planning to become married.

### **Vocations Ministry**

This proposed ministry would raise awareness in all parish members of the need to pray for our priests and to encourage personal prayer among parish members for an increase in vocations to the priesthood and religious life. Duties might include developing & coordinating vocation-related activities.

### **Special Events**

The thought behind this suggestion is to have a group that plans and organizes parish-events that encourage parish unity and community/fellowship and welcome. Ideas include Sunday coffee, over 80's luncheon, morning card club, or events that have topics of interest to parish members such as estate or social security planning, child raising topics, funeral protocol, how to finance a house, etc.

### **Homebound Ministry**

This proposal is to solicit volunteers who would pick up homebound parish members or residents at Assisted Living Facilities in Kewaskum for Mass or special activities or events at Holy Trinity or St. Michael's Parish.

### **Alumni of Parish Schools**

This group would provide communications to alumni of our parish schools. One possibility is to invite alumni back to enjoy Social Fest or Fall Festival. Another thought is to ask alumni for support for a newly formed Holy Trinity School Foundation that would fund scholarships, provide grants, etc. for Holy Trinity School.

### **Birthday Angels**

This proposal is to have volunteers call parish members on their birthdays, say those over 75 years old, and just say "This is the Birthday Angel wishing you a Happy Birthday". This may require a couple of people in case one is away from the parish during a birthday.

***What will you give back to  
God from the blessings you have received?***



***“For it is in giving that we receive.” -Francis Of Assisi***