

# Immaculate Conception Ministry Booklet

A work in progress  
2017-2018 Volume 13



## Parish Ministries

See last page for volunteer ministry sign up form.

This booklet is yours to explore in finding ways to share the talents that God has given to you.

We encourage every person to:

- browse the Ministry Booklet
- discover where God may be calling you to serve
- call the contact person(s) to become involved
- visit the Church/Catholic Formation/St. Mary School websites to find additional opportunities to join others

Websites: Church	<a href="http://www.ic-church.com">www.ic-church.com</a>
Catholic Formation	<a href="http://www.catholicformationicsp.com">www.catholicformationicsp.com</a>
St. Mary School	<a href="http://www.st-maryschool.com">www.st-maryschool.com</a>

If you see that your ministry is not yet listed, or that the descriptions need to be elaborated on, this booklet is a work in progress. Contact Jo Germain to have your information updated at any time during the year. 715-246-4652 Ext. 224

**Adult Choir** The Adult Choir Ministry is a group of 30-35 singers and instrumentalists. They lead the congregation in music about 20 times a year. The group sings Soprano/Alto/Tenor/Bass music and always welcomes new members. The purpose of the Choir is to provide another avenue of prayer for the congregation and to provide an outlet for all who love to sing. The responsibilities of choir members include rehearsal time which is Wednesday evenings at 7:15; also willingness to share their talents with the group and the congregation. The only qualifications are being able to sing on pitch and willingness to blend voices with their fellow choir members. Anyone interested in joining the Choir, or desiring more information about our music ministry, may contact Susan Kilian - Director 715-308-9894

**Altar Servers - Youth & Adults** - Children and adults may volunteer to help serve at Mass. Training is provided as needed for those wishing to learn how to serve. A child may begin serving for Mass in 5th grade. Adults of any age in good standing with the Catholic Church can volunteer to serve. Qualifications include being able to carry a tray or books, move freely up and down steps, and have a general understanding of the Mass and its parts. The server (or their parent) requests which Mass they would prefer to serve for after being trained. Schedules for servers are done through Ministry Pro, (our ministry scheduling program) and are made to coincide with the different church seasons. Schedules are sent by email once the person is signed up and states their preferences. Altar servers responsibilities include showing up for the Masses they are scheduled to help with or to find a volunteer to take their place. (This can be done through the Ministry Pro scheduling program). They also assist the priest in the liturgical functions as necessary to make the Mass parts flow smoothly. Contact Deacon Mike Germain 715-246-5961.

**Baptism Team** The Baptism Team presents a 2-hour class for parents who are expecting a baby, or who have already had their baby, and wish to have their baby baptized into the Catholic faith. This class presents the history of baptism, what the sacrament of Baptism is really about, and helps parents to make a more informed decision about having their children baptized. Baptism preparation classes are generally offered ten times during the year. Contact Kim Palmer at 715-246-4652, ext. 228.

**Cantors** Men & women that love to and are able to sing, lead the congregation in the hymns and responses during the Mass and other liturgical celebrations. Training is available to those wishing to learn how to lead the congregation for this ministry. A schedule is made with cantors taking turns leading the music for the Mass of their preference. This same schedule outlines the music that has been chosen for any given Mass, and part of the cantor's responsibility is to learn the music they will lead. Contact Barb Peterson 715-808-5275

**Card Ministry** Birthday & holiday cards are sent to parishioners that are in nursing homes or to shut ins. Families with newly baptized babies also receive welcoming cards. Contact Ragna Raasch at 715-246-0282

**Catholic Formation** Teaching was central to the ministry of Jesus. He taught with authority to people from every walk of life and from every age and circumstance. For two thousand years the Church has taken up Christ's command to go, make disciples, and teach. Catholic Formation offers Catechesis (Instruction) and Faith Formation (Spiritual Experiences) for all ages through formal classes, sacramental preparation, Vacation Bible School, Faith Connection, & Bible Study. Volunteers are able to participate as discussion leaders, catechists, group leaders, facilitators, aides, artists, musicians, thru food preparation, office help, data entry, and phone calling. Contact Director - Kim Palmer 715-246-4652 Ext. 228

**Coffee and Donuts** Following the 9:00 Sunday Mass, fellowship may be experienced in Corrigan Hall with food and beverages. Several groups take turns in picking up the donuts and juice, set up, and clean up. Contact Mary Rosauer 715-246-5161

**Council of Ministries** A member of each of the main active ministries, as well as an additional two parish members, meet 10 times yearly on the 4th Thursday of the month for one to two hours to keep the lines of communication open so that all ministries know what others are planning, to offer advice to ministries in need, and to set policies for the parish so that all activities run smoothly and in the best interest of all parishioners. Contact any council member for more information. See bulletin for council ministry members.

**Drivers** Men & women are needed to drive inmates from the correctional facility to the 9:00 Mass. Volunteers are screened for this activity by the correctional facility and must meet their requirements. Earl & Mary Andersen 715-246-4732

**Other drivers** are also needed for parishioners that may occasionally need a ride to Mass or other parish functions. Call the church office if interested in helping with this ministry. 715-246-4652

**Extraordinary Ministers of the Holy Communion** - Volunteers assist the priest in the distribution of the sacred species. New volunteers are trained for this ministry. Persons volunteer as they are able after they are trained. Deacon Mike Germain 715-246-5961.

**Faith Journey Studies (formerly known as 'Bible Study')** The Faith Journey Study meets weekly on Wednesday mornings for approximately 1 1/2 hours from April through December. Their studies have focused on topics which deepens our relationship with Christ such as Catholicism, Scripture, Prayer, Sacraments and other topics of interest to the group. The mission of the group includes prayer for the needs of our parishioners and parish community. Men and women are welcome to join the group on Wednesdays at 9:00 AM in the Conference Room as scheduled in the Bulletin. For more information, contact Ragna Raasch 715-808-5275.

**Finance Ministry** This ministry oversees the budgeting process, month to month financial activity, investment strategies, and other activities that deal with monetary issues. Qualifications include understanding accounting and business management practices. This group meets ten to twelve times per year, usually on the 3rd Wednesday of the month. Contact Jo Germain 715-246-4652 Ext. 224

**First Friday Communion Calls** On the First Friday of each month, a group of committed parishioners take Holy Communion to the members of our parish who are unable to attend Weekend Masses. Training for this ministry is given as needed. The time commitment is two to four hours monthly. Contact Ragna Raasch at 715-246-0282.

**Funeral Dinners** At the family's request, a funeral luncheon is provided by this group following the funeral liturgy. This ministry sets up the dining room, serves and cleans up. Contact Mary Andersen 715-246-4732

**Funeral Ministry (Liturgical)** Funeral ministers act as greeters, help give directions and answer questions. Sacristans aid the priest in setting up for the liturgy. Altar servers, readers, & special ministers of the Eucharist share their talents during the liturgy. Those involved in the Funeral Ministry are trained as needed and called on a rotating basis to help with funerals. Contact Fr. John Anderson 715-246-4652 ext. 226.



**I.C. Prayer Line** The I.C. Prayer Line consists of people in our parish who commit to supporting other people in our parish and community through prayer. We welcome more people to become prayer partners on the Church prayer line. As a prayer partner, you will be notified of prayer request, which you may include in your prayers on a daily basis. To become a prayer partner or to put a prayer request on the prayer line, contact Wanda Viellieux 715-246-6867 or place a prayer request in the prayer box near the church sacristy.

**Knights of Columbus** This is a fraternal service organization that provides service in areas where they are needed within the church and community. Contact Grand Knight Tony Kilian 715-246-6310

**Lay Presiders** Word & Communion Services are offered at the nursing homes on Thursdays. A Lay Presider must be a person of prayer with an understanding of liturgy and Scriptures. Training is given both from a diocesan level as well as from a local level with ongoing formation required. Contact Jo Germain 715-246-4652 Ext. 224

**Liturgical Decoration/ Environment** During certain church seasons the interior of the liturgical space is decorated according to the season. Volunteers are called upon to help with decorating. Other ways to help with this ministry could include sewing, flower arrangements, climbing a ladder to hang items, design of banners, helping with shopping for certain items as needed. Contact Cheryl Stephens 715-246-5446.

**Money Counting** Each Monday morning the money is counted from the weekend's collections. The goal is to have three groups that each take monthly turns with this task. Qualifications include some bookkeeping experience, adding machine proficiency, and accuracy. Contact Heather O'Gara 715-246-4652 ext. 222.

**Musicians** Instrumentalists are always a welcome addition to the music offered at liturgy and other functions for church, St. Mary's, and Catholic Formation. If you are proficient with an instrument and would like to share that talent to enhance celebrations contact Barb Peterson 715-220-1890.

**Office Volunteers** Help is always needed with data entry, database management, filing, and other office work. Qualifications and time commitment are dependent of the work done. Periodically there is a need for collating & stapling handouts or booklets, stuffing & stamping envelopes. Contact Jo Germain 715-246-4652 Ext 224

**Outreach Ministry** This ministry is committed to welcoming new members in our church. Each new family or individual that joins IC will receive a welcome letter with a follow up phone call. Once per year the Outreach Ministry also provides for a volunteer appreciation social. The C.O.M.E. Meal (Community – Outreach –Meal for – Everyone) is a free meal open to the public on the third Tuesday of every month at United Methodist Church in New Richmond. Our Outreach Ministry organizes and provides this meal twice a year. This is a shared ministry between area churches. Contact Tanya Weinzierl 715-246-7464.

**Prayer Blanket Ministry** This ministry involves the sewing of lap size blankets that are given to many people who are either sick or going through extremely difficult times in their life. A group of ladies meets every 4<sup>th</sup> Monday at 10:00 am in the church basement to assemble the blankets. Tying is completed at that time, and the leaders who are accomplished quilters assist in the process of sewing the last stitches of these blankets. On the first Friday of the month, the quilts are blessed at Mass. The only qualifications needed to take part are helpful hands, a small scissors, and a caring heart. Contact Mary Rosauer 715-246-5161

**Pre-Liturgy Rosary** A rosary is said prior to each Mass on the weekends. Prayer Aids are available and also include meditations on the mysteries of the rosary. A person wishing to lead the rosary arrives 30 minutes prior to Mass. A schedule is made for all the leaders of the rosary, so that each person can take their turn at the Mass. Contact Rita Riley 715-246-4652.

**Readers** People proclaim the Word of God at Mass and other liturgical celebrations by the reading of the Scriptures of the day. Preparation includes praying with the Scriptures and practicing the reading aloud prior to the scheduled Mass. Readers also need to be able to move freely up and down steps and be able to carry the Book of the Gospels when required. Training sessions are offered several times/year. Contact Deacon Mike Germain 715-246-5961

**Receptionist - Church/School** - Periodically the church or school receptionist must be away from their desk for a few hours or the day. A volunteer to answer phones, take messages, and take care of a few simple office tasks gives a voice to those looking for information or help. Contact Rita Riley for the church, 246-4652, or Doris Mitchell for the school 715-246-2469.

**Respect Life Ministry** The Mission of the Respect Life Ministry is to promote respect for the sanctity of life. Life matters at all levels. If you would like to be a part of this active ministry, please contact the Catholic Formation department at 715-246-4652 ext. 228.

**Sacristan** Prior to the start of each Mass, sacristans assist the priest to ready the church for Mass. Sacristans also assist with clean up of vessels, locking the church, and turning off lights after Mass. Training is given for this ministry as needed. Contact Judy Peterson 715-246-4804 (5:00) or Al & Mary Jo Lingen 715-781-0095 (9:00).

**St. Mary School** was established in 1891 and has been providing quality Catholic education to the community ever since. Currently it offers Preschool, Pre-K, Wrap Around Child Care, and Grades K – 8. Before School Care and After School Care Programs are available to all students. You are encouraged to visit the school and arrange for a tour. There is a weekly children's liturgy on Wednesdays at 10:00 a.m. A Home/School/Church Association sponsors various committees including Fundraising, Marketing, and Social Committees. These committees assist in activities that reinforce the school's mission. An Education Committee assists the principal with the evaluation and promotion of all programs for the school. For more information about the school, contact Mrs. Laura Jo Jarchow, Principal at 715-246-2469 ext 249, [principal@st-maryschool.com](mailto:principal@st-maryschool.com), or visit our website at [st-maryschool.com](http://st-maryschool.com)

**Stewardship Ministry** Each year the Stewardship Ministry has a series of events which lead to a Stewardship Renewal Weekend where people of the parish re-examine the places where they offer their talents in service and prayer to the church. The rest of the year is spent in education of staff, ministry heads, and parishioners through series of classes, retreats, and bulletin articles. Contact Jo Germain 715-246-4652 Ext 224

**Ushers** These men & women offer hospitality to the parishioners and visitors coming to Mass. Doors are opened, assistance finding a place to sit is offered, and directions are given to those needing to find rest facilities or the children’s quiet room. Usually eight ushers are needed for each Mass. Contact John Peterson 715-246-4804.

**Work Camp** Committed adults mentor eager youth wishing to make a mission trip to various parts of the United States where housing is improved for those not able to afford or to do the work themselves. Each night has a spiritual dimension where the youth grow in their understanding of Jesus. Contact Cliff Tenner at 715-246-7671.

**Worship & Spiritual Life** This ministry is concerned with all aspects of liturgy and spiritual growth. Contact Christi Wulf 715-246-7376.

Email: [icchurch@frontiernet.net](mailto:icchurch@frontiernet.net)  
Church Website: [www.ic-church.com](http://www.ic-church.com)  
School Website: [www.st-marysschool.com](http://www.st-marysschool.com)  
Catholic Formation Website: [www.catholicformationicsp.com](http://www.catholicformationicsp.com)



**MY MINISTRY INVOLVEMENT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Ministry(s) I would like to know more about: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Ministry(s) I would like to know more about: \_\_\_\_\_  
\_\_\_\_\_

The stewardship ministry encourages you to call the contact person(s) of the ministry(s) that you would like to become involved in, but you may also drop this portion of the form into the collection basket so that we can connect you with people that can get you started.

**YOU ARE NEEDED AND YOU CAN MAKE A DIFFERENCE!**