

# Immaculate Conception Church Ministry Booklet



Where is God calling you? Your Time and Talent are what keeps our ministries alive. Please consider giving your time to the many wonderful opportunities found within this booklet. Joining a ministry is one of the best ways to form connections and friendships within our parish community. To find out more, please reach out to our Business Office and we will be happy to connect you to the right resources.

– Father John C. Anderson

Church Business Office 715-246-4652  
St. Mary School 715-246-2469

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## Parish Ministries

### *Council of Ministries*

A member of each of the main ministries shown below meet 10 times yearly to keep a pulse on all parish, CF and school activity. They assemble for one to two hours each session to keep lines of communication open, so that all ministries know what other groups 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. This is a closed committee for only those who Chair on some of the ministries listed below. This booklet is organized by the committees that report up to the Council of Ministries.

### *Finance Council*

This ministry oversees the finances within the parish. They meet monthly to discuss topics which include annual budgets, future project plans, profit and loss, month to month financial activity, investment strategies, project approvals and other activities that deal with money. Qualifications include understanding accounting and business management practices. The committee may welcome new members, based on the current membership.

### *Stewardship Ministry*

Through hospitality, prayer, formation and service, this committee's focus is on the parishioners. They strive to educate, form, and sustain the stewardship way of life for all ages, through faith formation opportunities in the parish and community. They strive to be disciple stewards and give good example as they participate in parish life in ministries and on parish leadership teams. They are open to the continuous conversion to a life of stewardship - to sharing what one has with a loving, generous, and grateful heart. This group strategically evaluates the needs of the parishioners and volunteers with focus being on time and talent. It will also be the sounding board for future fundraising events. This committee is open to new members based upon the current needs.

### *St. Mary School*

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 1:30 p.m. Executive Boards assist the Principal with the evaluation and promotion of all programs for the school. There are many ways that volunteers may help at the school. Contact the Principal, Mrs. Jarchow, if interested in volunteering at the school.

### *Knights of Columbus*

This is a fraternal service organization that provides service in areas where needed within the church and community. The Knights rely on proceeds from their many fundraisers to help support local causes, Immaculate Conception, and St. Patrick parishes along with St. Mary school. The requirements for membership in the Knights are simple: Men who are 18 years or older who are practicing Catholics. You can find out more on their website. <https://www.newrichmondkc.com/who-we-are.html>

## *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 and sacramental preparation, along with Mission Trips and special events. The Catholic Formation Team feels truly blessed in helping others to grow and connect with God. We provide opportunities for formation as well as many shared faith experiences. It is a joy for us to walk in faith with all the parishioners of both Immaculate Conception and St. Patrick's parishes. Below are the many opportunities in which we need help. Please note, to work with God's children, you must be willing to have a background check and additional training. After prayerfully considering how you may help, please contact the church office, and ask for the CF department.

### **Catholic Formation Committee**

Jesus Christ always worked in community with his apostles (12) and his disciples (160). Jesus and his followers never did anything without thought, understanding, and within community. Our Advisory committees will work together in this same manner, keeping accord with Christ's Mission for us. It is important that all members serving on committees be open, honest, and willing to lay out, research, and review every option presented. This committee always welcomes new members.

### **Children's Ministry**

Children's Ministry encompasses the formation opportunities and events for children from pre-K through 5th grade. Formation is primarily nurtured through Catechist lead individual grade sessions and experiences which include but are not limited to the following: Vacation Bible School, Totus Tuus, Children's Liturgy of the Word along with the preparation and celebration of the sacraments of First Reconciliation and First Communion.

### **Youth Ministry**

Youth Ministry encompasses the formation opportunities and experience trips and events for youth in middle and high school. Formation is primarily nurtured through small group Discipleship Groups and experiences including but not limited to the following: Catholic Heart Workcamp mission trip, Extreme Faith Camp, Totus Tuus, High School discipleship weekend and many others.

### **Adult Ministry**

Adult Ministry encompasses the formation opportunities, faith experiences, mission trips and events for adults who would like to grow in their faith or nurture it. Formation is primarily nurtured through small groups of study and shared experiences. Opportunities to volunteer include but are not limited to the following: Sacrament team leaders, study groups, mom's group, dad's group, mission trips and many more as programs are added.

### **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 child baptized into the Catholic faith. This class presents the history of Baptism, what the sacrament of Baptism is about, and helps parents make a more informed decision about having their children baptized. Baptism preparation classes are generally offered ten times during the year. Volunteers are always welcome to be trained as leaders.

## **Faith Journey Studies**

The Faith Journey Study groups focuses on topics which deepen 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. This group is open to leaders.

## **Rite of Christian Initiation for Adults (RCIA)**

RCIA helps interested adults who wish to receive the sacraments of Baptism, Eucharist, and Confirmation. Sponsors and interested adults explore the Catholic Faith, Prayers, Sacramental Life, Scripture, and the Traditions of the Church, which has been around for over 2000 years. Volunteers would share their faith, their knowledge, and their own experiences, as they journey with those interested adults. Those interested in being Sponsors of individuals on this journey or to help host should reach out to the church office.

## **Marriage**

Our Pastor works with our director of music and our decorator in planning weddings. If you are interested in helping in any of those areas, please see the sections of this booklet for Music and Decorating under Worship and Spiritual Life.

## **Catholic Formation Dinner Committee**

The Catholic Formation Dinner committee prepares and serves dinners for the Catholic Formation families and parishioners on Wednesday afternoon and evenings during the school year. The Catholic Formation committee along with the designated shopper and head cook will determine the menu for a six-to-eight-week time period. Adjustments to our menu may happen as the school gives the Dinner Committee their extra food. We try to make extra food at least once a month for Grace Place. This committee always welcomes new members.

## **Respect Life Committee**

The Mission of the Respect Life Ministry is to promote the truth of the teachings of the Catholic Church with the respect to the sanctity of life, love, and the dignity (from the moment of conception to natural death) of all humanity made in the image and likeness of God. Life matters at all levels and Faith opens our eyes to Human Life in all its grandeur and beauty. We provide information relating to disabilities, aging, end of life issues, Rachael's Vineyard, conscience protection in Healthcare, sanctity and dignity of life, Marriage as a sacrament, and response to unplanned pregnancies etc. This committee is open to new members based on our current needs.

## *Worship & Spiritual Life*

This ministry is concerned with all aspects of liturgy and spiritual growth. The committee's purpose is to aid in the preparation of prayerful worship. This group is entrusted with making sure there are people available from the many ministries of music, liturgical ministry, decorators, eucharistic ministers, ushers, readers, servers, sacristans, etc. This group works with the pastor in planning liturgy, encouraging sacramental participation, continuing spiritual enrichment of the parish, along with periodic evaluation of liturgical ministries for the purpose of their support and growth.

### **Ministry Pro**

Since there are a huge volume of volunteers needed for each one of our Masses, scheduling manually is not an option. Both Immaculate Conception and St. Patrick's parishes use a scheduling system called Ministry Pro. Once you join certain ministries, you will get an email introducing you to Ministry Pro, along with a helpful video link to watch. You will be asked to log into your account and set up your schedule preferences, preferred Masses, and weeks/days not available. A new schedule is generated quarterly by the system and emails are automatically sent letting you know the dates you are needed. If any do not work out for you, simply request a "Sub" and others in that ministry will get a notification email that help is needed. Rarely do we have positions which other volunteers don't absorb. If you are interested in becoming an Administrator for Ministry Pro, please reach out to the Church office.

### **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 the willingness to blend voices with their fellow choir members.

### **Cantors**

They are always looking for men and women who love to sing, leading 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. Part of the cantor's responsibility is to learn the music they will lead.

### **Musicians**

Instrumentalists are always a welcome addition to the music offered at liturgy and other functions for church, St. Mary's, and Catholic Formation. Please reach out if you are proficient with an instrument and would like to share that talent to enhance celebrations.

### **Greeter Ministry**

Adults and Children are encouraged to be part of the greeter ministry. Greeters arrive 15 minutes prior to the Mass. The greeters hold open doors, greet church members along with visitors with a friendly smile and a warm welcome. Greeters also hand out hymnals prior to Mass. After Mass greeters help put away hymnals and wish church members and visitors a blessed week.

## Ushers

These men and women offer hospitality to the parishioners and visitors coming to Mass. Doors are opened, assistance is offered to find a place to sit, and directions are given to those needing to areas in the church. They are also responsible for taking up the offerings during Mass. Usually, eight ushers are needed for each Mass.

## Altar Servers

Youth and adults can volunteer to help serve at Mass. 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. They also assist the priest in the liturgical functions as necessary to make the Mass parts flow smoothly. You will be trained, and then scheduled with a seasoned server until you are confident enough in the role. We strive to always have 2 servers at each Mass. Many times students are our Alter Servers, we ask that their parents manage seeing that subs are requested if they cannot serve. This is done in Ministry Pro.

## Eucharistic Ministers

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.

## Readers

People proclaim the Word of God at Mass and other liturgical celebrations by the readings of the Scriptures of the day. Preparation includes praying with the Scriptures and practicing your 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.

## Sacristan

Prior to the start of each Mass, sacristans assist the priest to ready the church for Mass. Sacristans also assist with cleanup of vessels, locking the church, and turning off lights after Mass. Training is given for this ministry as needed.

## 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.

## 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.

## 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.

## **Liturgical Decoration/Environment**

During certain church seasons the interior of the liturgical space is decorated accordingly. Our decorator can always use some helpful hands. Other ways to help with this ministry could include sewing, flower arrangements, climbing a ladder to hang items, design of banners, and help with shopping for certain items.

## **Slides/Projector**

This volunteer works at a laptop operating a PowerPoint slide deck which is projected at the front of the church during Mass at Immaculate Conception. Not much computer knowledge is needed, as the PowerPoint is ready, it's simply clicking along through the slides in time to the Mass. You would learn by shadowing a volunteer on using the equipment.

## **Audio/Video**

During our Sunday 9:00 am Mass our service is recorded. This recording gets sent to Channel 6 cable and is posted to our YouTube and Facebook accounts. There is also a need sometimes for special events we want recorded or funerals. The person volunteering would be provided ample training. It is a wonderful opportunity for young adults considering a career in filming. Along with mentoring with skilled volunteers, you would also have access to training videos to help you learn.



## *Social and Outreach Ministry*

### **Social and Outreach Committee**

This committee is focused on all aspects of hospitality, providing meals and food for our Parish and to our community in general. They are responsible for some very successful fundraising events such as the Christmas Fair, where the proceeds are used to pay for their supplies and groceries throughout the year. Some examples of their community outreach are the C.O.M.E. Meal (Community – Outreach –Meal for – Everyone) and a monthly for the residents at Grace Place. Each year they seem to be adding more and more ways to serve and help, meaning they always have a need for more helping hands. They also need members to serve on their planning committee.

### **Sunday Social**

Sunday Social is a time to have camaraderie, meet new and greet fellow Catholics after Sunday 9:00am Mass in Corrigan Hall. Each volunteer is a member of a team that sets up and serves refreshments. Each team is usually scheduled every other month.

### **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, cooks, serves and cleans up.

### **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. They also provide Baptism blankets. A group of ladies meets every 4th Monday at 10:00 am in Corrigan Hall 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.

### **I.C. Prayer Line**

The I.C. Prayer Line consists of caring parishioners who commit to supporting other people in our parish and community through prayer. As a prayer partner, you would 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 Jan Brown 612-801-4249 or place a prayer request in the prayer box near the church sacristy.

### **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.

## *Office Volunteers*

Help is always needed with data entry, filing and other office work. Qualifications and time commitment are dependent of the work done. Periodically there is a need for collating and stapling handouts or booklets, stuffing and stamping envelopes.

### **Information Center**

This volunteer sits in the Information booth before and after Masses. They hand out these ministry booklets and answer questions. Those they cannot answer they contact the office Monday for assistance. It's a good way to get familiar with your church.

### **Money Counting**

Each Monday morning a team of volunteers count the money 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. New volunteers shadow the experienced counters until they are confident you no longer need to do so.

### **Receptionist**

Periodically the church or school receptionist must be away from their desk for a few hours or the day. This volunteer would be asked to answer phones, take messages, and take care of a few simple office tasks. They are also the friendly face for people walking into the church or school.

These opportunities can change throughout the year. Please reach out to the Immaculate Conception Church Office at 715-246-4652 or St. Mary School at 715-246-2469 to learn more.  
Or email [icspchurches@ic-church.com](mailto:icspchurches@ic-church.com).

## Sign-up Form

# Immaculate Conception and St. Patrick's Time and Talent Opportunities

Your information will only be shared with those leading up the ministries you've shown interest in. Please leave a copy of this form with the church office, or place in the offering basket @ Mass.

Name

Date

Email

Phone

- ☐ Parish Ministries
- ☐ Council of Ministries
- ☐ Finance Council
- ☐ Stewardship Committee
- ☐ St. Mary School
- ☐ Knights of Columbus
- ☐ Catholic Formation
- ☐ Youth Ministry
- ☐ Childrens Ministry
- ☐ Baptism Team
- ☐ Faith Journey Studies
- ☐ RCIA
- ☐ Marriage
- ☐ Funeral Ministry (Liturgical)
- ☐ Respect Life Ministry
- ☐ Social and Outreach Ministry
- ☐ Social and Outreach Committee
- ☐ Sunday Social
- ☐ Funeral Dinners
- ☐ Prayer Blanket Ministry
- ☐ I.C. Prayer Line
- ☐ Card Ministry

- ☐ Worship & Spiritual Life
- ☐ Adult Choir
- ☐ Cantors
- ☐ Musicians
- ☐ Greeter Ministry
- ☐ Ushers
- ☐ Altar Servers
- ☐ Eucharistic Ministers
- ☐ Readers
- ☐ Sacristan
- ☐ Pre-Liturgy Rosary
- ☐ First Friday Communion Calls
- ☐ Lay Presiders
- ☐ Liturgical Decoration/Environment
- ☐ Slides/Projector
- ☐ Audio/Video
- ☐ Office Volunteers
- ☐ Ministry Scheduler
- ☐ Information Center
- ☐ Money Counting
- ☐ Receptionist

If you have a special talent not listed above or any suggestions, tell us about it here:

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