

# *Ministry Directory*

The following is a consolidated list of parish ministries, as listed in the latest Parish Community Ministry Directory, with a brief description and contact information for each. They are grouped in the same major categories as in the directory and the website. For more detailed information, you may refer to the directory or look up the appropriate ministry on the website.

<b>Ministry</b>	<b>Description</b>	<b>Contact</b>
<i><b>Spiritual Life</b></i>		
1. Spiritual Life & Worship	Gives direction to the liturgical aspect of parish life. Meets 1 <sup>st</sup> Wed. at 7:00 PM in parish center	Walter Stumpf 414-464-3742
2. Ecumenical Subcommittee	Furtheres interchurch harmony in a variety of creative ways	Rosemary Fischer 607-9582
3. Vocations Subcommittee	Heightens awareness of vocational needs & promotes programs that foster vocations	Coordinator needed
4. Bereavement Ministers	Send condolence cards to relatives of those who have died & help plan the Mass of Remembrance	
5. Funeral Reception Volunteer	Help with setup, serving & cleanup at funeral receptions	Olga Polich 464-4448
<i><b>Liturgy &amp; Music</b></i>		
6. Liturgical Coordinating Comm.	Addresses all aspects of the liturgical service. Meets the 2 <sup>nd</sup> Tues. at 7:00 PM in Parish Center	Fr. Vince Kobida 414-461-6073x104
7. Cantor	Lead the assembly in singing the Psalm & Gospel Acclamation. Rehearse Thurs. at 6:30 PM	Fr. Vince Kobida 414-461-6073x104
8. Choir	Sings at 11:00 Mass. Rehearses Wed. from 7:00 – 8:30 PM	Fr. Vince Kobida 414-461-6073x104
10. Resurrection Choir	Sings at funerals. Rehearses ½ hour before Mass	Fr. Vince Kobida 414-461-6073x104
11. Children's Choir	Sings at various Masses. Open to children of all ages and parents	Fr. Vince Kobida 414-461-6073x104
12. Environment Committee	Helps to create the spiritual atmosphere inside church for a variety of seasons.	Fr. Vince Kobida 414-461-6073x104
<i><b>Church Ministries</b></i>		
13. Care of Altar Linens	Launder linens, robes & other items as needed	Arlene Stich 262-783-5709
14. Eucharistic Minister	Distributes communion at liturgies	Marlene Kollmeyer 527-0548
15. Communion to the Homebound	Distributes communion weekly to homebound parishioners at volunteers convenience	Fr. Vince Kobida 461-6073x104
16. Reader	Proclaims God's word in the midst of the assembly gathered for liturgy & read petitions.	Walter Stumpf 464-3742
17. Greeter	Welcomes parishioners & visitors in a friendly manner as they enter the church for liturgy	Sue Ruff 536-7496

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18. Usher	. Welcomes people. Also seats & assists people as needed, take collections, distribute bulletins	Donald Simandl 414-464-8315
19. Church Cleaning Ministry	Performs light cleaning of church furniture & fixtures on a regular basis	Rita Tutkowski 873-0460
	<b><i>Family &amp; Community Life</i></b>	
20. Welcoming New Members	Assist with various activities to welcome new members & encourage their participation	
	<b><i>Christian Formation &amp; Evangelization General</i></b>	
21. Special Ed. Teacher or Aide	Help with the Bible Study Program for special needs adults.	B. Busalacchi 462-3245
22. Baptism Couples	Lead a two-session series on baptism & being a Catholic Christian parent, once or twice a year	Cathy Smith 461-6073x110
23. Office Assistant-Parish Center	Provide help during the day with simple office tasks, with time flexibility for 2 – 3 hrs. per week	
	<b><i>Children</i></b>	
24. Religious Education Teacher	Teaches religious formation & Catholic teachings to children K3 – 5 <sup>th</sup> gr. Sun. mornings	Cathy Smith 461-6073x110
25. Liturgy of the Word for Children	Proclaims the Sunday readings and leads discussion with children in K4 – 5 <sup>th</sup> gr.	Cathy Smith 461-6073x110
26. Rainbows Small Group Facilitator	Leads small support group for school-aged children experiencing loss in their lives	Cathy Smith 461-6073x110
27. Vacation Bible Gr. Leader or Aide	Works with children at one-week Bible school session in the morning in June or July	Cathy Smith 461-6073x110
28. Retreat/Workshop Asst.	Assist with half-day or evening retreats or workshops for children & their families	Cathy Smith 461-6073x110
	<b><i>Youth</i></b>	
29. Junior High Religious Ed. Teacher	Teaches religion to children in 6 <sup>th</sup> – 8 <sup>th</sup> gr. On Sunday morning from Sep – May	Cathy Smith 461-6073x110
30. Religious Ed. Team 9 <sup>th</sup> & 10 <sup>th</sup> Grade	Teaches religion to high school youth; once a month on Sun. evenings, Sep. – May	Cathy Smith 461-6073x110
31. Confirmation Team	Prepares youth candidates for confirmation; once a month on Sun. evening for three hrs.	Cathy Smith 461-6073x110
32. Chaperone for Social Activities	Chaperones youth during a variety of social activities	Cathy Smith 461-6073x110
33. Chaperone for Service Activities	Chaperones youth during a variety of service activities	Cathy Smith 461-6073x110
34. Youth Liturgies Planning Advisor	Helps teenagers plan youth liturgies	Cathy Smith 461-6073x110
	<b><i>Young Adults</i></b>	
35. Young Adult Advisory Committee	Plans social & service activities & discussion group topics for adults 18 – 35, married or single	Cathy Smith 461-6073x110

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	<b><i>Adults</i></b>	
36. Parent Baptism Classes	Be a host couple for couples having a baby baptized; teach two classes twice a year.	Cathy Smith 461-6073x110
37. Adult Retreat Subcommittee	Promotes & organizes retreats internally & promotes outside possibilities in the area	Cathy Smith 461-6073x110
	<b><i>School</i></b>	
38. School Advisory Board	Develops, implements & evaluates educational policies & programs for all aspects of day school	Lisa Strahota 7601351
39. Market Day Committee	Raises money for the school through the sale of restaurant quality food.	Charity Nelson 475-5648
	<b><i>Human Concerns</i></b>	
40. Parish Social Ministry	Responsible for discerning the human needs of parish members & promotes awareness of issues	
41. Habitat for Humanity Team	Helps build affordable homes for needy families in Milwaukee. Adults & youth over 16 yrs.	Walter Stumpf 464-3742
42. St. Vincent de Paul Society	Members visit needy families within the parish boundaries to provide basic needs	Jane Stratton 466-5111
43. Outreach	Meets quarterly to select worthy charitable organizations outside of the parish to support	Fr. Vince Kobida 461-6073x104
44. Assistance to the Elderly	Assist the elderly through telephone visits, home visits, grocery shopping, etc.	Northwest Interfaith 466-8858
45. SHARE	A self-help program providing fresh food for all subscribers at a reduced fee	
47. Cultural Diversity Council	Organizes programs to increase awareness of cultural differences & help eliminate barriers	
48. S.A.V.E	Works toward stopping all violence effectively	Dolores Gluth 461-4177
49. Christ Child Society	Provides clothing for infants of needy families	Dolores Gluth 461-4177
	<b><i>Administration &amp; Finance</i></b>	
50. Personnel Committee	Counsels Pastor & Pastoral Administrator & oversees all parish personnel matters	Walter Stumpf 464-3742
51. Finance & Admin. Services Committee	Oversees all aspects of parish financial & budgetary matters. Meets on 3 <sup>rd</sup> Tue. Of month	Bernard Stich 262-783-5709
52. Budget Subcommittee	Prepares the annual budget & long-term financial projection for the parish. Meets monthly Sep – Apr	Bernard Stich 262-783-5709
53. Buildings & Grounds Subcommittee	Oversees the maintenance & upkeep of parish property & monitors environmental concerns.	Neal Baumgartner 461-4255
54. Technology Subcommittee	Evaluates proposals & develops alternatives for technological applications in the parish	D. Dooley 461-6073x106 W. Stumpf 464-3742
55. SCRIP	Sells SCRIP certificates after Sunday Masses to provide funds for the entire parish	Pat Morris 461-6073x105 Mary Blinkhorn 461-1843

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56. Parish Office Receptionist	Answers phone in parish office when parish secretary is out of the office	LaVera Adams 461-6073x100
57. Bulk mailing/Office Project Assistant	Help in mailing of statements, Close-Up, & other communications to parish members, etc.	LaVera Adams 461-6073x100
	<b><i>Development &amp; Total Stewardship</i></b>	
58. Development & Total Stewardship Committee	Communicates message of stewardship to parish & develops programs for support.	Dave Dooley 414-461-6073x106
59. Ministry Volunteer Coordinator	Coordinates with staff & committees to match volunteer needs & to contact volunteers.	David Dooley 461-6073x106
60. Money Counters	Count collection receipts on Monday mornings at parish office; about two hours per week	David Dooley 461-6073x106
61. Special Projects	Help with misc. summer fix-up projects for the parish. Work as your schedule allows	David Dooley 461-6073x106