



# *Holy Family Ministry Guide 2009*

## *The Mission of Holy Family Parish*

*Holy Family is a Spirit-filled Catholic parish, uniting faith, family and community.*

*Treasuring our warm, friendly atmosphere, we welcome all. Living as Jesus taught us,  
we are a community of believers dedicated to finding Christ in our neighbors.*

*We celebrate a vibrant liturgy, which is the source of our spiritual energy  
and our challenge to live a Christian life.*

*We seek a deeper understanding of our faith through education and sacramental formation.*

*We answer the call to serve others. We draw upon the gifts of time, talent and resources  
to support the needs of the parish community and beyond.*

*Mission Statement  
Adopted September 2002*



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Parishioner contact information has been removed from this version of the Ministry Guide to protect their privacy. For information, contact the parish office at 436-9200 or refer to your home version.

## **PARISH ADVISORY BODIES**

### **PARISH COUNCIL**

WHAT WE DO: Represent the whole parish community. Develop the parish long-range plan, monitor the work being done throughout the parish, and serve as advisers to the pastor.

QUALIFICATIONS: Experience in long-range planning, developing consensus, leadership and community building helpful.

TIME COMMITMENT: Attend monthly meetings (usually third Wednesday of each month at 7 p.m.). 1-2 hours per meeting. Three-year term, renewable.

**CONTACT:** *Father Matthew Brumleve, ext 22, [parishcouncil@holyfamily.com](mailto:parishcouncil@holyfamily.com)*

### **FINANCE COMMITTEE**

WHAT WE DO: Monitor the parish's financial position by reviewing financial statements, assisting with budget development and serving as financial advisers to the pastor and parish manager.

QUALIFICATIONS: Financial or non-profit management background helpful.

TIME COMMITMENT: Attend bi-monthly meetings, 60-90 minutes each. Additional meetings may be scheduled if needed. Three-year term, renewable.

**CONTACT:** *Marie Relic, 436-9200, ext. 21, [finance@holyfamily.com](mailto:finance@holyfamily.com)*

### **FACILITIES COMMITTEE**

WHAT WE DO: Oversee parish buildings and grounds. Coordinate all construction and maintenance projects associated with parish facilities.

QUALIFICATIONS: Knowledge of construction, maintenance, architecture, interior design or related fields helpful.

TIME COMMITMENT: Attend meetings as scheduled, approximately six times per year. Meetings last 1-2 hours each.

**CONTACT:** *Marie Relic, 436-9200, ext. 21, [facilities@holyfamily.com](mailto:facilities@holyfamily.com)*

### **STEWARDSHIP COMMITTEE**

WHAT WE DO: Educate parishioners to stewardship as a "way of life," encourage and affirm the sharing of gifts and talents of all parishioners.

QUALIFICATIONS: Actively model stewardship as a "way of life," interest in promoting stewardship and shared ministry throughout the parish.

TIME COMMITMENT: Attend monthly meetings (second Tuesday of the month at 6:30 p.m.). 1 hour per meeting.

**CONTACT:** *Patty Whelchel, 436-9200, ext. 25, [stewardship@holyfamily.com](mailto:stewardship@holyfamily.com)*

## **WORSHIP MINISTRIES**

### **ALTAR SERVERS**

WHAT WE DO: Assist priest throughout Mass (must be fourth grade or older or age 9 by September 1).

TRAINING: Attend one 3-hour on-site training session. Update trainings scheduled as needed.

TIME COMMITMENT: Meet 20 minutes before Mass. Serve 2-4 times per quarter.

**CONTACT:** *John Winkels, 436-9200, ext. 23, [john@holyfamily.com](mailto:john@holyfamily.com)*

### **ART AND ENVIRONMENT TEAM**

WHAT WE DO: Decorate the church throughout the year for liturgical seasons and feast days.

TRAINING: Ability or interest in decorating and design.

TIME COMMITMENT: Several hours each liturgical season.

**CONTACT:** *John Winkels, 436-9200, ext. 23, [john@holyfamily.com](mailto:john@holyfamily.com)*

### **CHILDREN'S LITURGY OF THE WORD VOLUNTEERS**

WHAT WE DO: Lead small group activities and proclaim the Word to children ages 3-to those receiving First Communion during Saturday and Sunday Masses the first weekend of the month.

TRAINING: On-site training session.

TIME COMMITMENT: 30 minutes-1 hour preparation time. Arrive 15 minutes before Mass.

**CONTACT:** *Ember Riley, 436-9200, ext. 28, [ember@holyfamily.com](mailto:ember@holyfamily.com)*

### **EXTRAORDINARY MINISTERS OF HOLY COMMUNION**

WHAT WE DO: Distribute communion at Mass.

TRAINING: Diocesan training session and parish procedures orientation.

TIME COMMITMENT: Arrive 20 minutes before Mass. Serve 2-4 times per quarter.

**CONTACT:** *John Winkels, 436-9200, ext. 23, [john@holyfamily.com](mailto:john@holyfamily.com)*

### **GIFT FAMILIES**

WHAT WE DO: Present the gifts of bread, wine, and collection to the priest during Mass.

TRAINING: No formal training required.

TIME COMMITMENT: A few minutes during Mass.

**CONTACT:** *Take cross at back of church and notify ushers.*

## *Worship Ministries, continued*

### ***GREETERS***

WHAT WE DO: Welcome worshippers to Mass and distribute bulletins following Mass.

TRAINING: On-site training session.

TIME COMMITMENT: Arrive 20 minutes prior to Mass and stay 15 minutes after Mass. Serve once a month.

**CONTACT:** *John Winkels, 436-9200 ext. 23, [john@holyfamily.com](mailto:john@holyfamily.com)*

### ***LECTORS***

WHAT WE DO: Proclaim the Word of God at Mass and at other services.

TRAINING: Diocesan training session and parish procedures orientation.

TIME COMMITMENT: Arrive 20 minutes before Mass. Serve 2-3 times per quarter.

**CONTACT:** *John Winkels, 436-9200, ext. 23, [john@holyfamily.com](mailto:john@holyfamily.com)*

### ***LITURGY COMMITTEE***

WHAT WE DO: Provide liturgical experiences that actively draw people to celebrate their relationship with God.

TRAINING: None.

TIME COMMITMENT: Monthly meetings 1-2 hours in length.

**CONTACT:** *John Winkels, 436-9200, ext. 23, [john@holyfamily.com](mailto:john@holyfamily.com)*

### ***SACRISTAN***

WHAT WE DO: Assist the priest in preparation for the celebration of Mass.

TRAINING: Must be an Extraordinary Minister. Special on-site training provided.

TIME COMMITMENT: Thirty minutes before and after Mass. Serve 1-2 times per month.

**CONTACT:** *John Winkels, 436-9200, ext. 23, [john@holyfamily.com](mailto:john@holyfamily.com)*

### ***USHERS***

WHAT WE DO: Seat worshippers, distribute and collect hymnals and gather collection.

TRAINING: On-site training session.

TIME COMMITMENT: Arrive 20-30 minutes before Mass, stay 15 minutes after Mass. Serve on a team for 2-3 consecutive weekends, every other month.

**CONTACT:** *John Winkels, 436-9200, ext. 23, [john@holyfamily.com](mailto:john@holyfamily.com)*

## ***OTHER SUNDAY MINISTRIES***

### ***COFFEE AND DOUGHNUTS***

WHAT WE DO: Prepare and serve coffee, juice and doughnuts following Sunday Masses.

TRAINING: On-site training session.

TIME COMMITMENT: One hour. Serve once a month.

**CONTACT:** *Patty Whelchel, 436-9200, ext. 25, [patty@holyfamily.com](mailto:patty@holyfamily.com)*

### ***MONEY COUNTERS***

WHAT WE DO: Process weekly offertory collection.

TRAINING: On-site training session. Yearly review sessions for veteran money counters.

TIME COMMITMENT: Two hours on Sunday morning. Serve 10-12 times per year.

**CONTACT:** *Marie Relic, 436-9200, ext. 21, [marie@holyfamily.com](mailto:marie@holyfamily.com)*

## ***MUSIC MINISTRIES***

### ***ADULT CHOIR***

WHAT WE DO: Adults, including confirmed high school students, sing at Masses and other special liturgies.

TRAINING: Rehearsals Wednesdays from 7-8:15 p.m.

TIME COMMITMENT: Weekly required rehearsals, plus half hour warm-up prior to Mass.

**CONTACT:** *John Winkels, 436-9200, ext. 23, [john@holyfamily.com](mailto:john@holyfamily.com)*

### ***CHILDREN'S CHOIR***

WHAT WE DO: Children from grades 3-7 sing at weekend and special children's liturgies.

TRAINING: Rehearsals Wednesdays from 5:30 to 6:30 p.m.

TIME COMMITMENT: Weekly required rehearsals, plus half hour warm-up prior to Mass.

**CONTACT:** *John Winkels and Nancy Smith, 436-9200, ext. 23, [john@holyfamily.com](mailto:john@holyfamily.com)*

### ***CANTORS***

WHAT WE DO: Lead the assembly in song at Mass and other liturgies.

TRAINING: On-site training, rehearsals, and periodic diocesan workshops.

TIME COMMITMENT: Rehearsal schedule is on an individual basis, plus half hour prior to event.

**CONTACT:** *John Winkels, 436-9200, ext. 23, [john@holyfamily.com](mailto:john@holyfamily.com)*

## *Music Ministries, continued*

### **HANDBELL CHOIR**

WHAT WE DO: The Handbell Choir plays at various times throughout the liturgical year for periodic weekend Masses, especially feast days.

TRAINING: Any teenager or adult who are basic music readers may be part of the Handbell Choir.

TIME COMMITMENT: Weekly rehearsals September–May on Wednesdays from 8:15-9:15 p.m. are required. Additional practice as needed, plus half hour prior to event.

**CONTACT:** *John Winkels, 436-9200, ext. 23, [john@holyfamily.com](mailto:john@holyfamily.com)*

### **INSTRUMENTAL MUSICIANS**

WHAT WE DO: Provide instrumental musical leadership at Mass.

TRAINING: On-site training and rehearsals.

TIME COMMITMENT: Rehearsal schedule is on an individual basis, plus half hour prior to event.

**CONTACT:** *John Winkels, 436-9200, ext. 23, [john@holyfamily.com](mailto:john@holyfamily.com)*

## **PRAYER MINISTRIES**

### **ADORATION OF THE BLESSED SACRAMENT**

WHAT WE DO: Pray in the presence of the Lord, every Thursday from 8:30 a.m. to 8 p.m.

TRAINING: None.

TIME COMMITMENT: Standing appointments are scheduled for one-hour intervals; however, you may come for any length of time desired.

**CONTACT:** *Peggy Petersen, 436-9200, ext. 24, [adoration@holyfamily.com](mailto:adoration@holyfamily.com)*

### **ROSARY**

WHAT WE DO: Pray the rosary at 7:30 a.m. the first Saturday of each month and every Saturday in the Marian months of May and October.

TRAINING: None.

TIME COMMITMENT: Approximately 30 minutes.

**CONTACT:** *Peggy Petersen, 436-9200, ext. 24, [rosary@holyfamily.com](mailto:rosary@holyfamily.com)*

## **CHILDREN AND YOUTH MINISTRIES**

### **RELIGIOUS EDUCATION COMMITTEE**

WHAT WE DO: Bring together children, youth and adult religious education and offer catechist support at all levels.

QUALIFICATIONS: Belief in continued learning and a love of our faith.

TIME COMMITMENT: Quarterly meetings, dates and times vary according to the group.

**CONTACT:** *Ember Riley, Heather Neds or Peggy Petersen at 436-9200*

### **PARISH SCHOOL OF RELIGION (PSR) CATECHIST**

WHAT WE DO: Guide children grades Pre-K through fifth grade on their faith journey.

TRAINING: On-site orientation, participation in diocesan certification program and Protecting God's Children.

TIME COMMITMENT: 1 hour once a week September-May; lesson plan preparation.

**CONTACT:** *Ember Riley, 436-9200, ext. 28, [ember@holyfamily.com](mailto:ember@holyfamily.com)*

### **PARISH SCHOOL OF RELIGION (PSR) AIDE**

WHAT WE DO: Assist catechist in guiding children on their faith journey.

TRAINING: On-site orientation, participation in diocesan certification program and Protecting God's Children.

TIME COMMITMENT: 1 hour once a week September-May.

**CONTACT:** *Ember Riley, 436-9200 ext. 28, [ember@holyfamily.com](mailto:ember@holyfamily.com)*

### **VACATION BIBLE SCHOOL (VBS)--ACTIVITY LEADERS, TEACHERS, AIDES**

WHAT WE DO: Coordinate, plan, or assist a week-long theme based program for grades Pre-K through fifth grade.

TRAINING: On-site orientation.

TIME COMMITMENT: 1-5 days during VBS week (8:45 a.m.-12:15 p.m.).

**CONTACT:** *Ember Riley, 436-9200, ext. 28, [ember@holyfamily.com](mailto:ember@holyfamily.com)*

### **JUNIOR HIGH YOUTH SESSIONS CATECHIST**

WHAT WE DO: Lead a group of junior high teens in faith, fun and fellowship.

TRAINING: On-site orientation, participation in diocesan certification program and Protecting God's Children.

TIME COMMITMENT: Wednesday evenings, 6:30-8 p.m., throughout the school year plus lesson plan preparation and/or special events.

**CONTACT:** *Heather Neds, 436-9200, ext. 35, [heather@holyfamily.com](mailto:heather@holyfamily.com)*

**JUNIOR HIGH YOUTH SESSIONS AIDE**

WHAT WE DO: Assist catechist leading a small group of junior high teens.

TRAINING: On-site orientation, participation in diocesan certification program and Protecting God's Children.

TIME COMMITMENT: Wednesdays, 6:30-8 p.m., throughout the school year.

**CONTACT:** *Heather Neds, 436-9200, ext. 35, [heather@holyfamily.com](mailto:heather@holyfamily.com)*

**JUNIOR HIGH YOUTH SESSIONS TEEN LEADERS**

WHAT WE DO: Assist youth coordinator with all aspects of the junior high youth session program.

TRAINING: Share your faith with younger teens; must be confirmed or working towards Confirmation.

TIME COMMITMENT: Wednesdays, 6:30-8 p.m., throughout the school year.

**CONTACT:** *Heather Neds, 436-9200, ext. 35, [heather@holyfamily.com](mailto:heather@holyfamily.com)*

**SENIOR HIGH YOUTH SESSIONS CATECHIST**

WHAT WE DO: Lead a group of senior high teens in faith, fun and fellowship.

TRAINING: On-site orientation, participation in diocesan certification program and Protecting God's Children.

TIME COMMITMENT: Meet Sundays throughout the school year, plus lesson plan preparation and/or special events.

**CONTACT:** *Heather Neds, 436-9200, ext. 35, [heather@holyfamily.com](mailto:heather@holyfamily.com)*

**SENIOR HIGH YOUTH SESSIONS AIDE**

WHAT WE DO: Assist catechist leading a small group of senior high teens.

TRAINING: Orientation on-site, participation in diocesan certification program and Protecting God's Children.

TIME COMMITMENT: 1 hour once a week Sundays, September-May.

**CONTACT:** *Heather Neds, 436-9200, ext. 35, [heather@holyfamily.com](mailto:heather@holyfamily.com)*

**CONFIRMATION FACILITATORS**

WHAT WE DO: Lead a group of senior high teens through the preparation process for the Sacrament of Confirmation.

TRAINING: On-site orientation, participation in diocesan certification program and Protecting God's Children.

TIME COMMITMENT: Meet Sundays, frequency to be determined, plus lesson plan preparation.

**CONTACT:** *Heather Neds, 436-9200, ext. 35, [heather@holyfamily.com](mailto:heather@holyfamily.com)*

**CONFIRMATION AIDE**

WHAT WE DO: Assist confirmation facilitator.

TRAINING: On-site orientation, participation in diocesan certification program and Protecting God's Children.

TIME COMMITMENT: Meet Sundays, frequency to be determined.

**CONTACT:** *Heather Neds, 436-9200, ext. 35, [heather@holyfamily.com](mailto:heather@holyfamily.com)*

**RCIC (CATECHUMENATE MINISTRY) TEAM**

WHAT DO WE DO: Serve as facilitators and instructors to children over age 7 and youth going through RCIC.

TRAINING: On-site training.

TIME COMMITMENT: Team members will lead scheduled sessions on a rotating basis.

**CONTACT:** *Peggy Petersen, 436-9200, ext. 24, [peggy@holyfamily.com](mailto:peggy@holyfamily.com)*

**RCIC SPONSOR**

WHAT DO WE DO: Serve as a companion/friend on a faith journey.

TRAINING: No special training required.

TIME COMMITMENT: 2 hours per week on Tuesday for 9-month commitment.

**CONTACT:** *Peggy Petersen, 436-9200, ext. 24, [peggy@holyfamily.com](mailto:peggy@holyfamily.com)*

**ADULT EDUCATION**

**BIBLE STUDY AND ADULT EDUCATION**

WHAT WE DO: Offers seasonal and thematic scripture study programs.

TRAINING: No training required.

TIME COMMITMENT: Varies.

**CONTACT:** *Peggy Petersen, 436-9200, ext. 24, [peggy@holyfamily.com](mailto:peggy@holyfamily.com)*

**LIGHT WEIGH**

WHAT WE DO: Achieve weight loss through spiritual growth in our Catholic faith.

TRAINING: Weekly video/audio sessions, prayer and group discussion.

TIME COMMITMENT: Not meeting at this time. Leader needed.

**CONTACT:** *Peggy Petersen, 436-9200, ext 24, [peggy@holyfamily.com](mailto:peggy@holyfamily.com)*

## *Adult Education, continued*

### **WOMEN'S STEP STUDY**

WHAT WE DO: Gather to use a biblically based program designed to help you get right with God, yourself and others.

TRAINING: No training required.

TIME COMMITMENT: Meets Tuesday evenings, 6:30-8:30 p.m.

**CONTACT:** *Parish office.*

### **RCIA (CATECHUMENATE MINISTRY) TEAM**

WHAT DO WE DO: Serve as facilitators and instructors to adults going through RCIA (Rite of Christian Initiation for Adults).

TRAINING: On-site training.

TIME COMMITMENT: Team members will lead scheduled sessions on a rotating basis.

**CONTACT:** *Peggy Petersen, 436-9200, ext. 24, [peggy@holyfamily.com](mailto:peggy@holyfamily.com)*

### **RCIA SPONSOR**

WHAT DO WE DO: Serve as a companion/friend on a faith journey.

TRAINING: No special training required.

TIME COMMITMENT: Meet 2 hours per week on Tuesday for 9-month commitment.

**CONTACT:** *Peggy Petersen, 436-9200, ext. 24, [peggy@holyfamily.com](mailto:peggy@holyfamily.com)*

### **MARRIAGE PREPARATION LEAD COUPLE**

WHAT DO WE DO: Help engaged couples grow in their understanding of marriage.

TRAINING: Diocese offers periodic training for lead couples.

TIME COMMITMENT: Meet with an engaged couple for 3 to 4 sessions of 1½ to 2 hours each.

**CONTACT:** *Peggy Petersen, 436-9200, ext. 24, [peggy@holyfamily.com](mailto:peggy@holyfamily.com)*

### **JORDAN PROGRAM FACILITATORS**

WHAT DO WE DO: Lead sessions for parents requesting baptism for their child(ren).

TRAINING: Work with current facilitators to learn process.

TIME COMMITMENT: Facilitate two to three sessions (1½-2 hours in length) per year for a 24-month commitment.

**CONTACT:** *Peggy Petersen, 436-9200, ext. 24, [peggy@holyfamily.com](mailto:peggy@holyfamily.com)*

### **ST. CATHERINE OF SIENNA WOMEN'S BIBLE STUDY**

WHAT DO WE DO: Study scripture and seasonal prayer.

TRAINING: No training required.

TIME COMMITMENT: Meets Sundays during the PSR year from 9:45 to 10:45 a.m.

**CONTACT:** *Peggy Petersen, 436-9200, ext. 24, [peggy@holyfamily.com](mailto:peggy@holyfamily.com)*

### **THAT MAN IS YOU**

WHAT DO WE DO: Twenty-six week interactive Bible study, focusing on men's development in the modern world.

TRAINING: No training required.

TIME COMMITMENT: Meets Tuesdays at 6 a.m.

**CONTACT:** *Peggy Petersen, 436-9200, ext. 24, [peggy@holyfamily.com](mailto:peggy@holyfamily.com)*

### **FINANCIAL PEACE UNIVERSITY**

WHAT DO WE DO: Help people learn how to beat debt, build wealth and change their financial future.

TRAINING: Weekly training sessions.

TIME COMMITMENT: Class meets two hours each week for 13 weeks.

**CONTACT:** *Peggy Petersen, 436-9200, ext. 24, [peggy@holyfamily.com](mailto:peggy@holyfamily.com)*

## **ACTIVITIES AND ORGANIZATIONS**

### **DINNER FOR EIGHT**

WHAT WE DO: Give parishioners the opportunity to meet and socialize with other parishioners through a monthly potluck dinner.

TRAINING: Ability to bring a salad, side item or dessert or provide the main dish when hosting.

TIME COMMITMENT: Third Saturday evening of the month, September through November and January through March for one year.

Approx. 1-2 hours, six times a year. Host one meal over the course of the year.

**CONTACT:** *Coordinator Needed. Patty Whelchel, 436-9200, ext. 25, [patty@holyfamily.com](mailto:patty@holyfamily.com)*

### **MEN'S CLUB**

WHAT WE DO: Provide opportunities for fellowship and service for men in the parish. Host several fund-raising and social events each year, including two fish and shrimp dinners during Lent.

TRAINING: No training required.

TIME COMMITMENT: Meets second Monday of the month at 7:30 p.m. for one or two hours, September through May.

**CONTACT:** *Patty Whelchel, 436-9200, ext. 25, [mensclub@holyfamily.com](mailto:mensclub@holyfamily.com)*

## *Activities and Organizations, continued*

### **PARISH PICNIC**

WHAT WE DO: Coordinate, plan and work at the annual parish picnic.

TRAINING: No training required.

TIME COMMITMENT: Committee meets for four to six months prior to the event. 1-2 hour shifts are scheduled for workers on the day of the event.

**CONTACT:** *Parish Office, 436-9200, [volunteer@holyfamily.com](mailto:volunteer@holyfamily.com)*

### **SOFTBALL**

WHAT WE DO: Co-ed and men's adult softball.

TRAINING: No training required.

TIME COMMITMENT: Spring and fall, seasonal.

**CONTACT:** *[softball@holyfamily.com](mailto:softball@holyfamily.com)*

### **ST. JOSEPH'S WOMEN'S GROUP**

WHAT WE DO: Provide opportunities for friendship, fellowship and service for parish women. Coordinate funeral dinners, maintain parish linens and provide other services.

TRAINING: No training required.

TIME COMMITMENT: Monthly meetings on the second Thursday afternoon of the month, September through May.

**CONTACT:** *Peggy Petersen, 436-9200, ext. 24, [stjosephswomens@holyfamily.com](mailto:stjosephswomens@holyfamily.com)*

### **HOLY FAMILY COUNCIL, KNIGHTS OF COLUMBUS**

WHAT WE DO: Perform numerous works of charity and offers opportunities for fellowship for Catholic men eighteen and older.

TRAINING: No training required.

TIME COMMITMENT: Meetings second Thursday of the month at 7 p.m., other events as necessary.

**CONTACT:** *Patty Whelchel, 436-9200, ext. 25, [knights@holyfamily.com](mailto:knights@holyfamily.com)*

### **BRIDGE GROUP**

WHAT WE DO: Play bridge for enjoyment. Substitutes always welcome.

TRAINING: Knowledge of game necessary

TIME COMMITMENT: Meets third Thursday of month at 7 p.m., September-November and January-May

**CONTACT:**

### **THE ADVENTURERS**

WHAT WE DO: Daytime social group. Activities may include lunch, card games, day trips, programs, lessons, etc. Possibilities are limitless.

TRAINING: None necessary.

TIME COMMITMENT: Meets the fourth Wednesday of every month.

**CONTACT:**

## **SERVICE OUTREACH MINISTRIES**

### **SERVICE OUTREACH COMMITTEE**

WHAT WE DO: Identify ideas and coordinate projects to expand the parish's reach beyond the walls of the parish to those in need in our parish and the larger community.

TRAINING: Willingness to serve.

TIME COMMITMENT: Meetings 1-2 hours/month, other time based on willingness to lead or participate in project.

**CONTACT:** *Heather Neds, 436-9200 ext. 35, [serviceoutreach@holyfamily.com](mailto:serviceoutreach@holyfamily.com)*

### **CATHOLIC WORKER HOUSE – FOOD PREPARATION**

WHAT WE DO: Prepare meatloaf, potato casserole or dessert for the evening meal on the first Sunday of month.

TRAINING: No special training needed. Willingness to help the needy.

TIME COMMITMENT: Amount of time required to prepare food.

**CONTACT:**

### **CATHOLIC WORKER HOUSE – SERVE MEAL**

WHAT WE DO: Serve evening meal first Sunday of the month.

TRAINING: No special training needed. Willingness to serve people.

TIME COMMITMENT: Approximately four hours from 3:15 p.m.-7:30 p.m.

**CONTACT:**

### ***ST. JAMES PLACE FOOD COLLECTION***

WHAT WE DO: Collect non-perishable food items for St. James Place food pantry on an ongoing basis.

TRAINING: Willingness to donate items or deliver items to St. James Place.

TIME COMMITMENT: Donors purchase and donate items. Deliver 1-2 hours/month.

***CONTACT:***

### ***ST. JAMES PLACE KITCHEN***

WHAT WE DO: Serve the evening meal at St. James Place Kitchen on the first Tuesday of the month.

TRAINING: Willingness to serve people.

TIME COMMITMENT: Approximately 2 1/2 hours from 4:10-6:45 p.m. on Tuesday.

***CONTACT:***

### ***GIVING TREE COMMITTEE***

WHAT WE DO: Adopt needy Northland and St. James (Midtown KC) families during the holiday season.

TRAINING: Willingness to contact families and document needs. Help sort and deliver gifts.

TIME COMMITMENT: Committee members meet several hours/week for 3 months (October, November, December).

***CONTACT:***

### ***FUNERAL DINNERS***

WHAT WE DO: Provide post-funeral meal for family and friends of deceased parishioners.

TRAINING: Willingness to serve people.

TIME COMMITMENT: Contacted as needed.

***CONTACT:***

### ***PRAYER CHAIN***

WHAT WE DO: Respond to prayer requests from parishioners.

TRAINING: Willingness to pray for others.

TIME COMMITMENT: Daily prayer. Members are notified of requests by email or phone call.

***CONTACT:***

### ***MINISTRY TO THE SICK AND HOMEBOUND – HOSPITAL MINISTRY***

WHAT WE DO: Share Eucharist with Catholic patients at North Kansas City Hospital.

TRAINING: Commissioned Extraordinary Ministers or diocesan training for sick and homebound.

TIME COMMITMENT: Hospital Ministry – Distribute Eucharist Thursday mornings at NKC Hospital 3-4 times per quarter, 2-3 hours per visit.

***CONTACT: Patty Whelchel 436-9200, ext 25, [patty@holyfamily.com](mailto:patty@holyfamily.com)***

### ***MINISTRY TO THE SICK AND HOMEBOUND – NURSING HOME MINISTRY***

WHAT WE DO: Share Eucharist with nursing home residents at New Mark Care Center.

TRAINING: Commissioned Extraordinary Ministers or diocesan training for sick and homebound.

TIME COMMITMENT: Nursing Home Ministry – Distribute Eucharist Sunday mornings at New Mark Care Center 2-3 times per quarter, 2-3 hours per visit.

***CONTACT: Patty Whelchel 436-9200, ext 25, [patty@holyfamily.com](mailto:patty@holyfamily.com)***

### ***MINISTRY TO THE SICK AND HOMEBOUND – HOMEBOUND MINISTRY***

WHAT WE DO: Share Eucharist with homebound parishioners.

TRAINING: Commissioned Extraordinary Ministers or diocesan training for sick and homebound.

TIME COMMITMENT: Homebound – 1 hour per week per visit.

***CONTACT: Patty Whelchel 436-9200, ext 25, [patty@holyfamily.com](mailto:patty@holyfamily.com)***

### ***ST. BRIGID NEEDLEWORK GROUP***

WHAT DO WE DO: Prayer shawl ministry.

TRAINING: Can be provided.

TIME COMMITMENT: Meets third Sunday of each month at 9:45 a.m.

***CONTACT: Peggy Petersen, 436-9200, ext. 24, [peggy@holyfamily.com](mailto:peggy@holyfamily.com)***

### ***CULTURE OF LIFE***

WHAT DO WE DO: Engaging the four pillars of the pro-life movement--education, prayer, public policy and outreach--we work to eradicate the evils of abortion, euthanasia, embryonic stem cell research, human cloning and the death penalty.

TRAINING: None needed.

TIME COMMITMENT: Meets second Monday of each month at 7 p.m. and as needed.

***CONTACT:***

## ***PARISH SERVICE MINISTRIES***

### ***BULLETIN STUFFING AND MAILINGS***

WHAT WE DO: Provide help to the parish staff stuffing bulletins or preparing mailings.

TRAINING: On-the-job.

TIME COMMITMENT: Varies according to project.

***CONTACT: Patty Whelchel, 436-9200, ext. 25, [patty@holyfamily.com](mailto:patty@holyfamily.com)***

### ***OFFICE/CLERICAL ASSISTANCE***

WHAT WE DO: Provide clerical support for various projects, such as filing, assembling worship aids, making phone calls, etc.

TRAINING: On-the-job.

TIME COMMITMENT: Varies according to project.

***CONTACT: Patty Whelchel, 436-9200, ext. 25, [patty@holyfamily.com](mailto:patty@holyfamily.com)***

### ***COMMUNICATIONS***

WHAT WE DO: Gather and distribute information to members of Holy Family Catholic Church through various media including newsletters, brochures and [www.holyfamily.com](http://www.holyfamily.com).

TRAINING: None.

TIME COMMITMENT: Newsletters are published quarterly.

***CONTACT: Suzanne Hill, [suzanne@holyfamily.com](mailto:suzanne@holyfamily.com)***

### ***PARISH CLEAN-UP DAYS***

WHAT WE DO: Perform cleaning, groundskeeping or maintenance tasks as part of a parish-wide clean-up event.

TRAINING: None.

TIME COMMITMENT: Two to four hours per clean-up day.

***CONTACT: Marie Relic, 436-9200, ext. 21, [marie@holyfamily.com](mailto:marie@holyfamily.com)***

### ***SEWING AND CUTTING***

WHAT WE DO: Cut fabric to make baptismal bibs or stoles; perform minor sewing or cutting tasks.

TRAINING: None.

TIME COMMITMENT: Varies according to project.

***CONTACT: Parish Office, 436-9200, ext. 25, [patty@holyfamily.com](mailto:patty@holyfamily.com)***

