

St. Robert Parish

Stewardship of Time and Talent Opportunities

PARISH LIFE MINISTRIES & ADMINISTRATION

Evangelization Committee

This committee helps foster enthusiasm about the Catholic Christian faith. Meetings are held as needed.

Finance & Administration Committee

This committee works with the Pastor and Business Manager in monitoring the financial affairs of the parish. This committee reviews financial statements at monthly meetings and works with staff members to prepare annual budgets.

Personnel Committee

This committee assists the Pastor in personnel planning as well as updating of personnel policies and procedures. Experience in human resources or personnel management preferred.

Hospitality

Hospitality (coffee/juice/sweets/snacks) is held frequently after weekend Mass. Volunteers prepare food, set up and clean up, and mingle. This is a ministry of welcoming and community building. This committee also plans the St. Nick's Party. Contact: Deb Scheid and Mary Linn

Stewardship Committee

This committee works with the Pastor to coordinate efforts to invite and engage parishioners in the responsibility to share their gifts of time, talent and treasure with the parish community. The committee plans the annual Stewardship Appeal that seeks calendar-year commitments of financial support from parishioners. The committee meets monthly from September through June. Contact: Patrick Kessenich

Buildings & Grounds Committee

This committee advises the Pastor and maintenance staff regarding the buildings and grounds conditions.

Scrip

Scrip is a painless fundraising program that generates revenue from participating retailers. Volunteers help generate more participation through various means of communication. Help is needed to pick up local orders; to sort, fill and distribute orders; and to sell cards after mass on designated weekends. Contact: Kathy Wyatt

Office Helpers

Assist with bulletin stuffing and large projects (e.g., mailings) on an occasional basis during office hours.

St. Robert Fair

Held the first full weekend in June, the Fair is the largest parish-wide event of the year and a big fundraiser. Hundreds of volunteers are needed Fair weekend to work two-to-three-hour shifts, individually, as couples or entire families. Serve food, sell refreshments, work a game booth, sell tickets, staff the rummage sale, work the grounds crew, set-up or clean-up.

St. Robert History

Volunteers are needed to develop, write, and maintain a history of St. Robert Parish and School, especially as the 100th Anniversary of the parish approaches in 2012. Help in planning centennial activities is also needed. Contact: Margaret Sankovitz

Athletic Association

This group works with the Athletic Director to coordinate and raise funds for St. Robert athletics. The athletic program is open to all children of the parish. Activities include Little People's Basketball for grades 1-4 and volleyball and basketball for grades 5-8. Volunteers help recruit coaches and oversee all sports, organize the annual golf outing fundraiser, and plan the annual athletic banquet. Contact: Colleen Eimers

LITURGICAL & MUSIC MINISTRIES

Prayer and Worship Committee

This committee reviews liturgical practices and helps implement direction for the liturgical life of the parish.

Art and Environment

Designs and creates seasonal décor in church.

Ushers

The Ushers greet parishioners, distribute orders of worship and bulletins, take up collections at Mass and offer assistance when needed. Schedules vary. Ushers are especially needed at the 4:30 pm and 5:30 pm Masses. Contact: Ray Boehm

Lectors

Lectors proclaim the Word of God at Mass. Lectors should practice reading prior to Mass. Volunteers are scheduled one to three times a month. Contacts: Randall Crocker

Eucharistic Ministers

Ministers assist in the distribution of Communion at Mass and are scheduled two or three times a month. Contacts: Jim Harwood (4:30 Mass); Corny Koster (8:30 Mass); Julie Landes (11 & 5:30 Masses)

Funeral Altar Servers

Arrive 30 minutes prior to funerals and assist with set-up. Requires ability to lift Paschal candle.

Adult Choir

Adult choir most often sings at 11:00 AM Sunday liturgy, as well as Christmas Midnight Mass, Holy Week and Easter, and on various holy days. Adult choir sings a variety of sacred music repertoire. Knowing how to read music is helpful but not required. Rehearsals are on Thursdays, 7:00-8:30 PM, September through first weekend in June in the church basement. Warm up begins one hour before the liturgy.

Junior Choir

Junior Choir will begin in January, 2010. Watch for details! Rehearsals on Wednesdays 2:15-3:15 pm. Will sing at various liturgies. Warm ups 45 min. before Mass begins.

Contemporary Ensemble

This ensemble of singers and instrumentalists sings and plays at the 5:30 PM Sunday liturgy. Pianists, guitar players, percussionists and other instrumentalists are welcome. Rehearsal begins at 4:30 PM.

Celebration Choir

This ensemble sings during summer, July 4 through August. Rehearsal begins one hour before the liturgy.

Resurrection Choir

This choir sings at our parish funerals. Rehearsals begin 30 minutes prior to the funeral liturgy.

Cantors

The cantor is the visible leader of sung prayer and must be able to facilitate the assembly's sung prayer. Cantors are scheduled once or twice a month and arrive to warm up 30 minutes before the liturgy.

Instrumentalists

Instrumentalists are invited to contribute their gifts to the music ministry at any of the liturgies. Instrumentalists are especially appreciated at Christmas, Palm Sunday, and Holy Week/Easter liturgies.

HUMAN CONCERNS MINISTRIES

Human Concerns Committee

This committee raises awareness of the needs of the broader community and Christian solutions to local and global problems. Meetings are held one evening a month except during the summer. Contact: Janice Gorichan

Respect for Life Committee

These parishioners help promote the dignity of human life through various activities during the year, such as the collection of baby items for the Pregnancy Help Center. Contact: Mary Linn

Martha Ministry

This ministry provides meals to parish members in temporary need. Volunteers may be asked to cook meals a few times each year. Contact: Maggi Brauer

Sick & Homebound Visitation

Prayerful and respectful adults are needed to visit the sick and bring Communion to them both at home and Columbia-St. Mary's Hospital. Schedules are determined on an individual basis. One-to-two-hour training is required.

Rides for Seniors to Medical Appointments

Shoreline Interfaith, an ecumenical ministry in the North Shore, coordinates outreach to senior citizens. Adult drivers are needed to bring seniors to medical appointments, according to the volunteer driver's availability. Contact: Pat Benway and Patrice Vitucci

Senior Picnic (July) and Senior Christmas Dinner (December)

These are the main parish social events for seniors. Volunteers are needed to help plan food, entertainment, publicity, set-up and clean-up for events.

Snow Shovelers for Seniors

Volunteers are needed seasonally in North Shore neighborhoods through Shoreline Interfaith. Contact: Pat Benway and Patrice Vitucci

Advent Sharing Tree

Parishioners are needed to pack and move boxes of gifts after the 5:30 PM Mass on the fourth Sunday of Advent.

St. Vincent de Paul Society

The Society is a worldwide network of people who help the economically poor. Members of St. Robert's local "conference" ensure that those in need who have contacted the Parish Office or St. Vincent de Paul's central office in Milwaukee receive assistance. Members make home visits in order to assess needs. New members are mentored in this ministry. Meetings are held one weeknight a month. Contact: Katie O'Malley

St. Vincent de Paul Meal Program

Volunteers cook, pick up food, make reminder phone calls, or serve food on the first Thursday of each month (St. Robert's day to serve) at the St. Vincent de Paul Meal Program. Contact: Mary Ann Mathews

Ladies of Charity (LOC)

LOC is part of an international organization, inspired by the life of St. Vincent de Paul, committed to service to the poor in the Milwaukee area. The commitment is flexible with weekday and weekend times available. Dues are \$15 a year. Contact: Mary Johnson

Food Pantry

The food pantry at St. Martin de Porres (our sister parish) is stocked, in part, through St. Robert Share-a-Meal contributions. Help is needed to distribute food at the pantry, located at 2nd and Burleigh, on Mondays from 3:00-4:00 PM and Thursdays from 5:00-6:30 PM. Contact: Janice Gorichan

Prayer Network

This telephone chain is created by parishioners who pray for special intentions called in to the Prayer Network. Phone calls are made each week throughout the year. Contact: Maripat Shaw

Bereavement Ministers

The days and weeks following the death of a loved one are difficult. Bereavement Ministers extend support and concern in the name of the parish by attending funerals and calling family members in the days after the funeral. They also help organize the annual Bereavement Mass and the Christmas Memorial Tree. No special training is required. Contact: Mary Lynne Collins

FAITH FORMATION & SACRAMENTAL PREPARATION

RCIA Sponsors/Companions

We need sponsors or companions to adults and children who are contemplating entering the Catholic Church. Directions and training are provided.

Adult Formation Speakers Committee

This committee is responsible for planning four educational lectures and meets every other month to discuss topics and possible speakers. Committee members help in promoting these talks and providing hospitality at each event. Contact: Tom Prendergast

Centering Prayer

The Centering Prayer Group meets once a week starting at 9:15 am in the Parish Center Library. Contact: Barbara Prendergast

Engaged Couples Ministry (FOCCUS Couples)

Volunteer couples help prepare engaged couples for marriage by discussing aspects of marriage and relationships. Volunteers meet with two or three couples per year for two or three sessions each in volunteers' homes. Special training is required through the Archdiocese and through St. Robert. Couples must be married at least three years and demonstrate maturity and excellent interpersonal skills. Contact: Patty Linn

Youth Ministry Team

We need parents and young adults interested in reaching out to teens as we join with Holy Family Parish's LifeTeen Program on two Sundays a month. This program begins with a LifeTeen Mass on Sunday evening followed by a formational experience.

Confirmation Preparation Team

This team works with the Director of Youth Ministry in preparing teens for the reception of the Sacrament of Confirmation. Team members will act as small group leaders, retreat team members, and may be asked to prepare and give small presentations at the gatherings. Team members will be at every Confirmation gathering and planning session.

K5 through Grade 8 Religious Formation

This program provides regular age-appropriate instruction on the basics of the Catholic faith for children in grade K5 through grade 8 who attend non-Catholic schools. Volunteer opportunities include:

- **Catechist/Teacher** - Provide classroom religious instruction and promote understanding and practice of Catholic faith in students. Complements teaching of Catholic values in the home and encourages children to make connections between faith and life experiences. Catechists are encouraged to share their own faith experiences with the students. Focus on team-teaching approach in the classroom.
- **Substitute Catechists and Catechist Aides** are also needed.

- **Religious Education Committee Member** - Promote quality religious education for grades K5-8, communicate needs of families, and facilitate communication among catechists, parents, and students. Coordinate and support all aspects of the program.
- **EDGE Core Adult Leader/EDGE Core Teen Leader** - An adult and teen co-lead small group discussions/activities with 7 & 8 grade students. This program is good preparation for the LifeTeen Program.
- **Children's Liturgy of the Word Leader during Mass.** - Lead or share readings adapted for young listeners. Help children reflect on how the readings apply to their lives.
- **Children's Liturgy of the Word Aides** are also needed.
- **Summer Bible School Volunteers** - Adults needed to assist in planning, co-leading Bible stories, games, crafts, songs or snacks for children K4-gr. 4. Scheduled for 4 days during second week of August.
- **Summer Bible School Counselors (grade 7 & up) and Junior Counselors (grades 5 & 6)** are also needed to assist groups in moving from station to station during the 4-day session.

PARISH SCHOOL MINISTRY

School Advisory Board

The Board works with the Principal and Director of School Advancement to plan the vision, strategic initiatives, and action plans that direct the school ministry. Contact: Laura Maly

Nine elected members coordinate the work of the following seven standing volunteer committees:

- **Education and Formation** works with the Principal and faculty to gather data and plan and support new initiatives in the areas of instructional programming, religious formation, and enrichment. Contact: Bill Schlise
- **Policy** maintains Parent Handbook consistent with Archdiocesan directives and local needs by drafting new policies and revising existing policies. Contact: Tricia Ognar
- **Budget and Finance** prepares annual school budget and long range financial projections in coordination with parish budgeting and planning process. Contact: Tom Zale
- **Development** assists the Advancement Director with the acquisition of financial resources and coordination of the Annual Fund appeal. Contact: Michele Weinschrott

- **Marketing and Recruitment** develops marketing and events that communicate the mission and brand identity of the school and assists the Advancement Director with recruitment efforts. Contact: Michael DeMichele
- **Technology** researches and identifies technological solutions for curricular and administrative needs of the school and maintains a plan for hardware and software acquisitions and upgrades. Contact: Matt Hietpas
- **Environment** plans and secures resources for improving the functionality, accessibility and aesthetics of the physical plant and surrounding landscape. Contact: Dan Davis

Emerald Auction

The Emerald Auction, held annually on a Saturday night in March around St. Patrick's Day, is the largest fundraiser for St. Robert School. It's a great opportunity to have fun and meet people. Volunteers set-up, clean-up and work the evening of the event. Contact: Molly Gallagher, Margaret DeMichele and Sharlene Byrne

Rummage Sale

Held in October each year, the two-day sale in the gym attracts hundreds of buyers of donated items. Volunteers are needed to sort, organize, price, set-up, work the sale and clean-up. All unsold merchandise is donated to local charities. Contact: Karen Desing, Kate Almond and George Cleveland