



## **Parish Handbook**

*Who We Are*

*What We Do*

*How to Be Involved*



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*For additional information about St. Mary and/or how you can be involved, contact the Parish Office.*

Involvement in any ministry where a person has regular contact with children requires the volunteer to attend a Safeguarding All of God's Family training, and requires the parish to do a background check before a person may begin assisting in that ministry.

Ministries identified with \* highlights programs which require Safeguarding All of God’s Family training. This list is not all-inclusive. Please confirm with the Program Director when volunteering. See the Archdiocese website (<http://www.archmil.org/offices/safeguarding.htm>.) for dates and times of offered programs and to register.

## 1 PARISH INFORMATION

### 1.1 PARISH MISSION STATEMENT

Celebrating spiritual growth, centered in Christ, through Word, Sacrament, and Service.

### 1.2 PARISH MEMBERSHIP

All Catholic adults are welcome to register as parish members. Registration is required for reception of the Sacraments and attendance in our Parish School and Lifelong Faith Formation programs. To register, please contact the Parish Office or come to the Communication Center before or after Mass. Welcome Ministry for new parishioners is typically held the second weekend of the month in the Gathering Space.

Members who plan to move from our parish community or have a change of address should notify the Parish Office. Children of parishioners who are 21 years of age and older need to register to remain active members.

The people of St. Mary Faith Community, as baptized Catholic Christians, believe we are called to witness God's presence through worship, celebration, proclamation, evangelization, and ministry to one another. In sharing our unique gifts and talents, we commit ourselves to ongoing transformation by reaching out and being a prophetic voice to our families, workplace, and society. With the help of the Holy Spirit, we will continue prayerfully to build the Reign of God.

### 1.3 PARISH HISTORY

Saint Mary Faith Community is gifted with a rich heritage. Our roots go back to the time when Wisconsin was just a Territory. We began in a log church measuring only 24' by 36,' which was built on the site of the present cemetery sometime between 1840 and 1842. The congregation numbered 140 families, most of Irish decent.

A larger frame church was built in 1858 just west of where the log church stood. The cost was \$7,000, a fortune in the mid 1800s. This church served our community for 35 years.

A large, Cream City brick church, located between the old rectory and Edgerton Avenue, served as our faith community from 1893 to 1963. A new rectory was built in 1915 and was located along the former frontage road (the original Forest Home Plank Road, prior to becoming a frontage road). This rectory was raised to make way for our current church, and stone from the front of that building was used in the foundation of our new parish sign.

Because of the tremendous suburban growth of the post-war years, our parish was growing rapidly. To accommodate the increasing number of children, a long anticipated parish school: eight rooms, a kitchen, and hall, opened in September of 1954. Four teachers began the school with 231 pupils. This was followed shortly thereafter by a convent which later housed our parish offices. A new church and additional classrooms were built in 1960 to serve an ever-growing congregation of more than 800 families. September of 1960 welcomed 470 students back to school.

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By the mid 1980s, the buildings again were too small to handle the growing parish of 1700 families. The worship space was turned 90 degrees and a balcony was added in this renovation. A new wing was also added, which provided additional space in the school and a Community Centre (gymnasium).

The new millennium saw our parish numbers increasing to the point where we were again outgrowing every area of our facilities. We realized the need for additional space to educate our children: the 700 plus who attend public schools, and also attend religious education classes here; and for our parish school, where there was a need for defined space for art, computer, science, and kindergarten classes. Meeting space to accommodate all of the various ministries was at a premium and the size and quality of our worship space clearly had met its limitations.

In 2000, our Parish Council addressed the need for a larger church, additional school, meeting, and office space, as well as upgrading of the existing buildings and expanded parking. A campaign was begun in 2001 to fund this project. Groundbreaking for the new church followed on Father's Day in June of 2002. What started in a log cabin with a few farmers has now grown to be one of the largest parishes in the archdiocese, serving approximately 3300 families or about 10,000 people! Dedication of our new worship space, Gathering Space, classrooms, and offices occurred on September 28, 2003.

It is because of the gifts of those who have gone before us that we have this beautiful place to gather, worship, educate, and form our children. We continue to build our faith by building our future.

The St. Mary complex is for the service of the community. It is for the good of the Christian community that these structures were erected in the space of many years. By themselves, they are a mass of brick and wood; but with the people of God therein, they become a living symbol of the presence of God in the gathering of God's people. Whether around an altar, at a meeting or a recreational gathering, God is there...because God's people are there!

This was the beginning of our parish, but the ending will not appear remotely in sight as long as there are people in our community gathering for worship. Meaningful programs, good liturgies, and education, as well as a sense of belonging all contribute to a growing, active parish. We are proud of our rich heritage and grateful to those who came before us. We ask God's blessings upon us and the future of St. Mary Faith Community.

Periodically we receive genealogical research requests. Questions include if an ancestor is buried in our cemetery and their date of death. Unfortunately, due to a fire in 1866 and unrecorded or lost sacramental data, much valued information starting with 1842 has been lost. The existing St. Mary Baptism, First Holy Communion, Confirmation, Marriage, and Death Registers (record books) are invaluable information resources. Other often-used research tools include a book containing over 1000 genealogical charts arranged by male surnames and a cross-reference of all women's maiden names (over 1200), which provides the ability to do multi-generational research. Presently, the Freedom of Information Act limits the release of anyone's personal information to the previous 75 years.

## 1.4 CEMETERY/COLUMBARIUM

Our parish cemetery was established in 1842 on land that was donated by one of the earliest parishioners, John Furlong. The heritage of many parish families can be traced in this quiet space. Towering headstones, many now weatherworn and leaning, reveal glimpses into the hard times encountered by early parishioners. They also indicate the parishioners who died as infants or young children, and many reveal birthplaces of Ireland or other European countries. The oldest known grave is that of Patrick McGowan, buried in August of 1842. The cemetery entrance features a plaque marking the site of the original “log church,” the first home for St. Mary Parish.

The church cemetery is a visual representation of our heritage as a parish. It is a place that links the past to the present. In Europe, it is customary for parishes to build cemeteries surrounding their church so that each visit to the church includes a family visit to loved ones who have gone before them. These are joyful, peaceful visits that show the continuity of faith in many families.

Nestled in the shadows of our new church, our cemetery is the quiet resting place of many of our parish pioneers. Always in view from our gathering, worship, and fellowship spaces, we are mindful of our own “Communion of Saints” each time we gather as a faith community.

Saint Mary's Cemetery became a county landmark in 1981.

From earliest times, people have desired a final earthly resting place near the gathering space of their families, wanting to be held in lasting, loving remembrance. In response to interest from parishioners because of a sold-out cemetery, and in recognition of the growing trend toward cremation, St. Mary Catholic Faith Community completed construction of a columbarium in the fall of 2013.

The purpose of the columbarium is to provide a final resting place on parish grounds that is consecrated, dignified, and reverent. The columbarium provides an environment in which family and friends may gather for prayer and remembrance of those who have preceded us in death. It is a secure, prayerful environment for urns holding the remains of the deceased, available to anyone, member or not, seeking a final resting place.

## 1.5 PARISH OFFICE AND STAFF

The St. Mary Parish Office is the center of the administration of the parish. The Parish Office entrance is located west of the main church entrance, between the church and school.

The Parish Office is open from 8:30 a.m. until 4:30 p.m., Monday through Friday. The office is open and staffed by a volunteer from 5:30 p.m. to 8:00 p.m. on Monday, Tuesday, Wednesday; and Thursday; and from 8:30 am to Noon on Saturday. After regular parish office hours, all phone calls are forwarded to a voicemail system.

Services provided by the office include:

- General information and referral
- Sacramental records and certificates: baptism, confirmation, marriage, etc.
- Scheduling of facilities for parish events and meetings

- Compiling and preparation of Sunday bulletin
- Registration of new members
- Financial records

## **Office Contact Information**

Parish Office	414-425-2174
Lifelong Faith Formation	414-425-3101
Parish School	414-425-3100
Parish Website	stmaryhc.org
Parish School Website	school@stmaryhc.org

There is a wonderful volunteer opportunity for those interested in assisting the parish staff, as well as the parishioners at large. Parish Office Daytime, Evening, and Saturday Morning Volunteers serve in the Parish Office once per month, Monday through Thursday, from 5:30 p.m.-8:00 p.m., Saturday mornings from 8:30 a.m.-Noon, and/or during the weekday, as needed. Primary responsibilities are answering and directing phone calls, directing parishioners to appropriate meeting rooms, as well as doing special projects, as needed. The ability to keep information confidential is required. Training is provided.

Parish Staff can be contacted at the Parish Office. Extensions and additional contact information can be obtained via the parish website or by requesting a copy of the Ministry, Organization, Activity Liasons' List. Due to the demands of the current times—meetings, educational work, counseling, liturgy and homily preparation, etc., it is impossible to have a priest or other member of the parish staff available at all times. However, our parish administrative assistant is available to welcome and assist in any way possible. The best way to arrange to see a staff member is to call ahead or email them directly. In case of immediate need, every effort will be made to facilitate a meeting as soon as possible.

## **1.6 PASTORAL COUNCIL**

St. Mary's Pastoral Council is a consulting and planning body that considers the needs of the parishioners and the community at large. The Pastoral Council functions in an advisory capacity and sets direction for the parish by developing plans and approving policies to fulfill the parish mission statement: Celebrating spiritual growth, centered in Christ, through Word, Sacrament and Service. Our council consists of 16 members: the parish priests, 2 trustees, 12 members at large, and a youth representative; each serving a 3-year term. Counselors rotate annually, with 4 new members each year, selected each spring through a process of discernment. Meetings are held on a monthly basis, on the second Tuesday evening of each month, except for July. Membership on Pastoral Council is an excellent opportunity for individuals to serve the parish.

## **1.7 FINANCE COUNCIL**

The Finance Council acts in an advisory capacity to the pastor, Pastoral Council, staff, affiliated organizations, and parishioners regarding parish finances. This includes researching and managing budgets, financial and physical resources, overseeing regular church support, and special fundraising events. The Finance Council meets bi-monthly and members serve 3-year terms.

The Finance Council is comprised of no less than five and no more than seven members, including two Pastoral Council representatives, whom must be baptized, practicing Catholics, registered members of the parish, participants in the parish worship life, especially Mass and the sacraments, and at least 25-years-age. Members are selected because of their familiarity with the parish, financial matters, and financial expertise.

## **1.8 INFORMATION CENTER**

The Information Center is located in the Gathering Space to the north of the church's main entrance. It is open 30-minutes before and after all weekend Masses by trained parishioners who volunteer based on their availability.

Communication Center duties include registering new parishioners, selling Scrip gift cards and occasionally other items, and providing information about the parish. It also serves as a central distribution location for found/lost items, and anyone picking-up or dropping materials for other parishioners, ministries, and parish and school staffs.

## **1.9 SOCIAL MEDIA**

Visit our parish website ([stmaryhc.org](http://stmaryhc.org)), our Facebook page ([facebook.com/ StMaryCatholicFaithCommunity](https://facebook.com/StMaryCatholicFaithCommunity)), our Twitter account ([twitter.com/StMary-HC](https://twitter.com/StMary-HC)), and our YouTube Channel ([youtube.com/StMaryHalesCorners](https://youtube.com/StMaryHalesCorners)) on a regular basis keeps parishioners up-to-date on current events and important information. All are easily accessed through icons on the parish website.

## **1.10 BUILDING AND GROUNDS**

Working in partnership with the director of administrative services, and parish and school maintenance manager, the Building and Grounds Committee identifies parish facility short- and long-term maintenance and improvement needs, as well as oversees the Grounds Keeping Team. When necessary, the Building and Grounds Committee develops proposals to the pastor and Pastoral Council to address the maintenance needs.

The purpose of the Grounds Keeping Team is to improve and maintain the landscape setting of the church and Labyrinth Courtyard. Volunteer efforts include designing, planting, minor construction, and general maintenance of landscape materials that will enhance the beauty of the Church campus. Involvement is usually between May and October. Individuals can work alone at their own pace with selected areas of responsibility or as part of project team efforts.

## **1.11 INFORMATION TECHNOLOGY COMMITTEE**

The Information Technology Committee advises the parish and school on technological related issues. Members assist the director of technology with planning and providing hardware/network support regarding system upgrades and utilization of appropriate new technology advances. Those with technology experience and interest in sharing that talent here at St. Mary are welcome! We are in need of volunteers who are able to work at times between the hours of 7:30 a.m.-3:30 p.m., Monday through Friday.

## 2 PRAYER AND WORSHIP

### 2.1 MASS TIMES

The weekly liturgy schedule is printed in the bulletin and is available online. For complete Mass times for holy days, holidays, and special event liturgies, please see our website. Normally, the schedule is as follows:

#### Weekday Masses

Monday, Tuesday, Wednesday, and Friday at 8:15a.m.

#### Communion Service

On Thursdays and/or whenever a priest is unavailable for weekday liturgies, a lay minister leads a Communion Service. When scheduled in advance, a Communion Service is noted in the Mass Intention section of the bulletin. However, circumstances may arise that require a last minute change in the schedule.

#### Weekend Masses

Saturday 4:00 p.m.

Sunday 7:30 a.m., 9:00 a.m., and 11:00 a.m.

#### Holy Days and Other Special Holidays

Holy Days of Obligation: 8:15 a.m. (*All School Mass during the school year*), 12:10 p.m., and 7:00 p.m.

Holidays: 8:15 a.m.

#### Non-Eucharistic Liturgies

Evening Prayer: Sundays during Advent and Lent at 4:00 p.m.

Taizé Prayer: Scheduled throughout the year. See the website and bulletin for current dates.

### 2.2 PRAYER OPPORTUNITIES

The celebration of the Eucharist is the heart of the parish community. It is the most significant act of the community, from which all other activities flow. In the Liturgy we see ourselves as a community of believers—celebrating, growing, and helping each other toward eternal life with God. The Liturgy of the Mass is the central act of the people of God, the life of the faith community, our purpose for being. Those who are involved in these liturgical services are servants of God who serve the assembled community. Each ministry requires training, preparation, installation, and updating.

The parish offers various opportunities for Non-Eucharistic prayer:

- Evening Prayer, a component of The Liturgy of the Hours, is prayed on Sunday afternoons in Advent and Lent.
- Our Lady of Perpetual Help is prayed on Tuesday mornings after the 8:15 a.m. liturgy.
- Stations of the Cross are prayed weekly during Lent.

- Taizé is a beautiful and peaceful style of prayer including simple, repetitive songs, silence, and scripture. A candle-lit atmosphere with religious images and icons help us enter deeply into prayer. No experience required! Just come and see. Sing loud or be completely silent and just take it in. Come and seek the One who said, "Come to me, all you who labor and are burdened, and I will give you rest." Scheduled September through April. Check the website and bulletin for current offerings.

### 2.3 LABYRINTH

Our parish has a devotional courtyard that offers a place of quiet and reflection for anyone to use. The central feature is a Labyrinth, an ancient spiritual design. It has been used throughout history for prayer and meditation, with a revival of sorts in the early 1990s.

Walking the Labyrinth is the equivalent of four city blocks. The path to the center and the path out are one and the same. The Labyrinth is not a maze or a puzzle. It is simply a path. With the challenges and concerns of our busy lives, the Labyrinth offers a way to journey in faith to find stillness and rest.

### 2.4 FUNERALS

Our Catholic way of life teaches us that death is not an end of life but merely a change. In the burial of a Christian we celebrate the faith of the deceased person and Christ's victory over death and suffering. Christians celebrate the funeral rites to offer worship, praise, and thanksgiving to God for the gift of life which has now been returned to God, the Author of Life and the Hope of the Just. The Mass, the memorial of Christ's death and resurrection, is the principal celebration of the Christian funeral. The Church, through its funeral rites, commends the dead (body or cremains) to God's merciful love and offers those left behind a way to celebrate their life.

#### **When Someone Dies:**

- (1) Contact the funeral home of your choice. Usually, the funeral director will contact the Parish Office in order to arrange for the burial of the deceased person. At that time, necessary information will be given to the parish and a date and time for funeral liturgy and visitation will be set based on the availability of the facility and priest, the funeral home, and family preference.
- (2) Notify the parish office. St. Mary offers two kinds of Masses: a Funeral Mass (with body or cremains) or a Memorial Mass (no body or cremains).
- (3) The Parish Office will be in contact with the family to arrange a meeting with the priest, presider, or pastoral minister in order to prepare the liturgy: reflect on the life of the deceased, select readings and hymns, discuss family participation, etc.

For information regarding our cemetery and columbarium, please refer to the information within the Parish Information section of this Handbook.

**Funeral Preplanning:** This is a free service offered by the parish. Often times, when information about end-of-life matters regarding church services are not preplaned, families choose to have a simple service at the

funeral home or cemetery. Is that what you want? Schedule an appointment to begin the process of documenting your wishes. The earlier in life you do this, the better. Plans can always be updated.

### 2.5 LITURGICAL MINISTRIES

Liturgy is the central act of the people of God, the life of the faith community. Liturgical ministries are specifically formed to provide opportunities for lay participation in our celebrations. Those who are involved in these services are servants of God who serve the assembled community.

Liturgical ministries involve people who are prepared and trained in a specific area of service. Sharing in a ministry or organization might be a way of giving time and talent.

**Baptism Hosts:** Two baptism hosts minister at services where up to seven babies are baptized. They welcome and assist with the preparation of the table, greet families, assist them to their seats, and answer questions. They are also responsible for clean-up after the service.

**Church Cleaning:** A group of volunteers dusts, polishes, vacuums, and straightens up the Church and Gathering Space weekly. The time commitment is based on availability of the church, usually Thursday mornings.

**Environment and Arts Committee:** The Environment and Arts Committee oversees the placement of artwork, furnishings, and seasonal decorations in the Church and Gathering Space. The design, selection, and placement must support the sole purpose of enhancing the liturgical and spiritual experience of those who enter and use these spaces. A list of desired pieces is maintained – additional or replacement – to improve functionality and/or aesthetics. Items on the list are fulfilled through memorials or gifts, not operating funds.

**Environment and Arts Ministers:** Environment and Arts Ministers design, place, and remove seasonal decorations in the Church and Gathering Space. These ministers are needed throughout the year, especially before and after the major liturgical seasons of Advent, Christmas, Lent, and Easter.

**Eucharistic Ministers:** Eucharistic ministers of Communion help to distribute the Eucharist during the liturgies. This valuable service reminds us of the words of St. Paul: "You are the Body of Christ."

**Funeral Hosts:** Funeral Hosts are present at the visitation and funeral to welcome and assist family and friends. They set-up for the visitation and funeral liturgy in Church. The host is present to provide hospitality and create a feeling of welcome for grieving families. These ministers assist at funerals as their schedules permit. Funerals are held Monday through Saturday. Funeral hosts are called through an automated system, which indicates a current need. Hosts reply based on their availability. Shadow training is provided.

**Hospitality Ministers:** The women and men who greet the people as they enter the Church for liturgies are the Hospitality Ministers. Their primary role is to welcome and assist the people in orderly movement before, during, and after liturgies. They are also prepared to assist with directions of processions and emergencies.

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**Lectors:** The lector proclaims God's word to the people. Effectiveness depends on the reader's conviction, preparation, and delivery. Lectors read at weekend, holy day, and other liturgical celebrations. Time commitment is generally one liturgy every two months, a few hours of preparation in the preceding week, and seasonal preparation at a parish provided meeting. Training is required.

**Lighting Technicians:** Lighting Technicians assist at all special liturgies and prayer services when lighting plays an integral role. The technician raises or lowers the lights at noted times during Evening Prayer services in Advent and Lent. No special skills are needed. Training is provided.

**Sacramental Sewing:** Individuals sew baptismal stoles and Communion to the Sick Eucharist packets. Fabric is provided.

**Sacristans:** This is a weekly commitment of two hours per liturgy. Sacristans make sure all is ready in the worship space for the assembly to celebrate liturgy. This involves interacting with the director of liturgy and music, presider, and other liturgical ministers by preparing books, gifts, holy water, incense, etc. Sacristans are the behind-the-scenes planners and caretakers that make the liturgy run smoothly. Training is provided.

**Servers, Adult:** Adult servers perform essentially the same duties as the weekend youth servers. Adults serve at liturgies on holy days, holidays, and at Evening Prayer during the seasons of Advent and Lent. New servers are paired with seasoned servers for training. Adult servers are called through an automated system, which indicates a current need. Servers reply based on their availability.

**Servers, Funeral:** Funeral servers assist the presider at funeral liturgies performing the same duties as the youth servers perform at weekend liturgies. New servers are paired with seasoned servers for training. The parish averages 50-60 funerals each year. Funeral servers are called through an automated system, which indicates a current need. Servers reply based on their availability.

**Servers, Youth:** All fifth graders through high school youths are welcome to serve at weekend liturgies and special Holy Week services. Training is required and provided by a peer group of servers in January and February.

**Sound Board Technician:** The sound board technician assists at weekend and special liturgies to ensure optimal sound quality in the Church. No special skills are needed. Training is provided.

**Spiritual Life & Worship Commission:** The Spiritual Life and Worship Commission (SLAW) is composed of liaisons for all the ministries that contribute to executing meaningful liturgies at St. Mary. These include servers, hospitality ministers, environment ministers, Eucharistic ministers, lectors, cantors, musicians and choirs, presider book preparation, and assisting sacristans. A member at large, a liaison from Pastoral Council, and the director of liturgy and music are also members. SLAW serves the parish community to ensure that there are prayerful, spirit-enriched experiences at all liturgies. Commission members attend 3 meetings per year to establish goals, as well as measure progress by reviewing, evaluating, and updating goals to maintain rich liturgical experiences.

**Wedding Hosts:** Wedding hosts are ministers at the wedding rehearsal and on the wedding day. They are a welcoming resource for brides, grooms, as well as and their families and friends to help the rehearsal and wedding day go smoothly. Members serve at weddings as their schedules permit. Shadow training is available.

## 2.6 MUSIC MINISTRIES

Music is an integral part of the Liturgy of the Church. The choirs, cantors, and instrumentalists of the parish perform the function of leading the musical participation, empowering the assembly, and providing a necessary solemnity to our parish worship. We extend an invitation to each and every member of St. Mary Catholic Faith Community to participate in the music ministry as a choir member, an instrumentalist or as a member of the Assembly, lifting our voices in song to the Lord.

**Cantors:** Cantors are trained leaders of song who assist the assembly in their sung prayer. Cantors are scheduled on a rotating basis depending on the number of cantors and availability. Cantors of high school age and older are welcome to participate. Individual preparation and rehearsal prior to all liturgies are required. Those interested must complete an audition. Skills required to be a cantor include the ability to read music and follow direction, a good voice for leading song, and prior voice training are preferred.

**Choir, Celebration:** Our Celebration Choir has a wide variety of adults with musical talent and experience. Some members are soloists and cantors, while others are group singers. New members, regardless of skill or experience, are always welcome. Adult choir sings about nine months of the year. Attendance at weekly rehearsals and an hour before the scheduled liturgy is required.

**Choir, Resurrection:** The Resurrection Choir is a group of adults who lead the assembly at funerals in sung prayer. The members represent a wide variety of musical talent and experience. Members attend funerals as their schedules permit. Many funerals are held weekdays during the day. There are no rehearsals or training required. The choir meets thirty minutes prior to the funeral.

**Choir, Women's:** All women of the parish who are high school age and older are invited to sing with the Women's Choir. The group sings once or twice a year, with one rehearsal before the scheduled liturgy.

**Instrumentalists:** Instrumentalists help create an atmosphere of prayer through sounds rather than words. We welcome all types of instrumentalists to enhance the Assembly's prayer. Individual availability is taken into consideration when scheduling. Those interested must complete an audition, be proficient on the instrument, be able to read music, and follow direction.

## 2.7 AVAILABLE RESOURCES

Many additional resources are provided on our website. These include everyday faith resources, faith formation resources, respect life resources, and spiritual resources. Whenever possible, the website provides the homily from a Mass each weekend. Additionally, there are presentations and choir performances that may be of interest. All files are in MP3 format, which can be played by most music players, such as Windows Media Player and iTunes. They can also be downloaded to a portable music player.

## 3 SACRAMENTS

**Rite of Christian Initiation of Adults (RCIA):** See the Adult Faith Formation section of the Parish Handbook for information.

### 3.1 BAPTISM

Baptism is the celebration of initiation into the Body of Christ. It is the liturgical expression of the individual's desire (or those responsible for her/him) to be a member, and the Church to accept that person as a member. It is the union of baptized people that makes up the Church.

Generally, baptism is celebrated the second and fourth weekends of the month at all Masses, and the third Sunday of the month at 1:00 pm in the church.

**Requirements for Infant/Child Baptism:** The young child of a Catholic parent who is presently a registered member of St. Mary may celebrate the sacrament of baptism. Attendance at a Baptism Preparation Class and a conversation with a pastoral staff member are required prior to the Baptism. A class is generally offered the fourth Tuesday of each month at 7:00 p.m. at the Parish Office.

Only one sponsor is required for baptism, however, there are typically two. The primary sponsor must be a confirmed Catholic and at least 16 years of age. Baptized non-Catholic Christians may be sponsors at a Catholic baptism as long as there is at least one practicing Catholic.

Contact the Parish Office to register for baptism or to get more information.

### 3.2 RECONCILIATION

Reconciliation is a complex biblical term which includes God's invitation and our response to ongoing conversion within a community of faith. Through the sacrament of reconciliation, the faithful receive pardon from God's mercy for the sins they have committed and are, at the same time, reconciled with the Church Community. In order that this sacrament may truly achieve its purpose among the faithful, it must take root in their entire life and move them to service of God and neighbor.

The sacrament of reconciliation is celebrated the first and third Saturdays of the month from 8:30 a.m. to 9:00 a.m. in the Reconciliation Room in the southeast corner of the Church. Private reconciliation is available by personal arrangement with one of the priests.

Reconciliation is not only a Sacrament, but an attitude we must develop toward God according to individual needs. Prayer and meditation, as well as occasions of reconciliation in other liturgies, should be used in addition to the Sacrament of Reconciliation.

Communal Reconciliation is celebrated with our neighboring parishes during Advent and Lent. See the bulletin and our website for specific dates and times.

All parishes in the Milwaukee Archdiocese celebrate the sacrament of First Reconciliation in second grade.

Older children are also welcome. Preparation for these sacraments requires active membership in the parish, a minimum of first grade formation class completed, and participation in the process by children and parents in St. Mary School or faith formation classes.

Registration for First Reconciliation occurs in the fall of second grade. Preparation and celebration for First Reconciliation is in the winter.

### **3.3 EUCHARIST**

Children preparing to receive Eucharist for the first time are required to be enrolled in religious education during the year prior to, as well as the year of, preparation for the sacrament they will be celebrating. This means the child must have been enrolled in a formal religious education program or a Catholic school setting. It is necessary that children participate in our parish sacramental program process. Please watch for a separate mailing to register them for these special sessions.

Second grade parents will receive registration information in early fall for preparation sessions scheduled begin later in the fall. Eucharist preparation and celebration is in early spring.

All parishes in the Milwaukee Archdiocese celebrate the sacrament of Eucharist in second grade. Older children are also welcome. Preparation for these sacraments requires active membership in the parish, a minimum of first grade formation class completed, and participation in the process by children and parents in both St. Mary School and/or faith formation classes.

Preparation for children with special needs may be arranged through the Lifelong Faith Department.

### **3.4 CONFIRMATION**

In the Sacrament of Confirmation the apostles and the bishops, who are their successors, hand on to the baptized the special gift of the Holy Spirit, promised by Christ the Lord and poured out upon the apostles at Pentecost. Thus the initiation in the Christian life is completed so that believers are strengthened by power from heaven, made true witnesses of Christ in word and deed, and bound more closely to the Church. *The Rites of the Catholic Church*

Every baptized person not yet confirmed can, and should, receive the Sacrament of Confirmation. Preparation for the sacrament aims to develop in the candidate a more intimate union with Christ, a familiarity with the Holy Spirit, and a sense of belonging to the Church of Jesus Christ in both the universal and local community.

St. Mary Catholic Faith Community offers numerous opportunities for both youth and adults to celebrate the sacrament. See the Lifelong Faith Formation section of the Parish Handbook for information.

### **3.5 CHRISTIAN MARRIAGE**

In the sacrament of marriage, a Christian couple enters into a lifelong commitment of love and fidelity that is centered in Jesus Christ. The Church, therefore, tries to help Christian couples examine as many aspects of life as possible as they prepare to celebrate the sacrament. As a sacrament, the celebration of marriage should flow

from one's baptism; it is a further way to follow and imitate Jesus Christ. As a sacrament, the celebration of marriage is not a private affair, but is a celebration for the entire Church, and its blessings are for the benefit not only for the couple but for the Church as a whole.

### **3.6 ANOINTING OF THE SICK**

The pastoral care of the sick and dying has always been an integral part of the Church's mission entrusted to it by Jesus: "I was sick and you visited me" (Matthew 25:36). The Lord showed great concern for the bodily and spiritual welfare of the sick and commanded his followers to do likewise. Since then, the Church has never ceased to celebrate this sacrament for its members by the anointing and the prayer of its priests, commending those who are ill to the glorified Lord. Those who are seriously ill may need the special help of God's grace in this time of anxiety, lest they be broken in spirit and perhaps weakened in their faith.

The anointing of the sick can be celebrated by a member of the faithful whose health is marked by illness, surgery, or old age. People are encouraged to celebrate the sacrament during the early stages of illness.

*Do not delay anointing. This is NOT the "last rites."* The sacrament can be repeated whenever the sick person again becomes seriously sick, or whenever a more serious crisis develops during the same sickness.

The anointing of the sick is meant for the living. If a family member is ill, chronically sick, growing weaker or disabled, or preparing for surgery, they should receive the anointing of the sick. If a family calls for the anointing of a loved one, it is a great support for the sick person to have their whole family and friends present during the actual anointing.

A communal celebration of the anointing of the sick is celebrated on the first Saturday of each month, following the 4:00 p.m. Mass, on the fourth Tuesday of each month at the 8:15 am liturgy, and at all weekend Masses once each fall and winter.

## 4 PASTORAL CARE

To carry out the healing action of Jesus, pastoral care offers a sacramental presence to those who are sick, homebound, dying, or grieving. Parish members hear the call to share the love of Jesus with those within the parish community who suffer. By training volunteers in the pastoral skills of listening, caring, and bringing Eucharist to the suffering, St. Mary seeks to fulfill the corporal and spiritual works of mercy to bring comfort to the sorrowing and solace to the ill.

### 4.1 PASTORAL CARE GROUPS

**Pastoral Care Commission:** The commission provides support and enrichment for all those involved in pastoral care in our community. It includes representatives from all areas of pastoral care. Anyone who is interested in these ministries is welcome. The commission meets 3 times a year.

**Pastoral Care Ministers:** Pastoral care ministers are representatives of the parish who bring compassion and Communion to those who are sick or unable to be with our faith community. They serve individuals who live in their own home, a group home, a nursing home, or to those who are in the hospital. Persons in this ministry are reliable, good listeners, and able to drive. They are also able to connect with others on a prayerful level. Training is provided individually, as needed. The time commitment varies and can range from once a week, to once a month, to occasionally. The length of the session can be from 20-30 minutes to a few hours. While the time and day is somewhat flexible, most requests are for weekdays (not evenings), and Saturday or Sunday mornings.

**Prayer Network:** These ministers are a group of intercessory pray-ers who receive names of people via email or phone. They create a prayer-chain that uses specific names of people or anonymous intentions.

**Prayer Shawl Ministry:** These ministers provide an opportunity to share their knitting and/or crocheting skills while praying for those who are ill, who are caregivers, and others who could use prayers. The time commitment is completely up to the individual and is usually completed at home with no pressure to produce any set number of shawls. Yarn is available. The shawls are very much appreciated by the recipients. Prayer shawls are simple gifts of grace from God that are prayerfully and lovingly stitched by a parishioner as a reminder that God's promise of care is always with us. As the crafter knits or crochets, they pray for the recipient. The prayer shawls are available in the Parish Office and the Communication Center for anyone who is experiencing a health or grief issue.

**Quilters:** These ministers like to sew and give to others through quilting. They meet two times a month, September through June. Supplies are furnished and projects are done at home. This group's current mission is to make quilts, laundry bags, and walker bags for patients and residents of Woods/Zablocki VA Medical Center in appreciation for their service to their country.

## 4.2 CARE OF THE SICK AND HOMEBOUND

St. Mary Catholic Faith Community offers special prayers for members who are sick and struggling with various illnesses. If a family member or neighbor is homebound for any length of time, or enters the hospital, or is in need of assistance, please notify the Parish Office. For information regarding anointing of the sick, please refer to the Sacraments section of the Parish Handbook.

**Communion for the Sick:** Following the distribution of Communion at all weekend and holy day Eucharistic liturgies, adults are invited to take the Eucharist home for the sick. Communion for the sick is not limited to those who are seriously ill, but is for anyone who cannot come to Mass due to illness or infirmity.

**Reaching Out to the Sick:** For those confined longer, a pastoral care minister can visit, pray with, and bring Eucharist on a regular basis. This ministry reaches out to those in nursing and group homes, rehabilitation centers, and other facilities to provide prayer and Communion to those who are unable to attend Mass.

**Hospital Visitations:** Pastoral care ministers are available to visit you are a loved on in a hospital. Additionally, Many hospitals have a Pastoral Care Department where a priest or a chaplain is available.

**Nursing Homes:** Visits to nursing homes are made by pastoral care ministers.

**Southwest Interfaith Program:** St. Mary is one of the contributing parishes of Southwest Interfaith Program (SWIP), an ecumenical non-profit organization that assists adults over the age of sixty who are in need. The mission is to provide services for older adults so they can remain in their homes or apartments as long as possible. Ministers are needed to provide services such as transportation, visiting homebound individuals, minor home repairs, yard work, snow removal, clerical work, and assisting clients with paperwork. Some SWIP volunteers are retired, while others work fulltime.

## 4.3 BEREAVEMENT MINISTRY

The death of a beloved family member or friend touches many at St. Mary. The journey families make through loss and grief is supported by the community.

**Grief Support Groups and Facilitator Ministers:** Each year, two 6-week grief support groups are offered for those who have experienced the death of a loved one. Participants come to better understand the dynamics of grief and are given opportunities to talk to others who have experienced similar losses. They find support and strength to carry on life with new hope. Grief support group ministers help the facilitator with the grief support groups (evenings in November/December and spring). Prior experience in grief work or a similar ministry is preferred.

**Mass of Bereavement:** On the Sunday near All Souls' Day (November 2nd), the parish celebrates a special healing liturgy with bereaved families. Candles are lit and the names of all loved ones of parishioners who have died within the past year are called and remembered. A light supper follows. This is another opportunity for those attending to realize they are not alone on the journey.

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**Ministry of Care and Hope:** Ministers follow-up with each family in the parish that experiences a loss through death: calling, writing to them, and remembering them throughout the year are part of this comforting ministry.

**Pastoral Counseling:** In difficult losses, sometimes a family member may need individual time with a pastoral counselor. The priests and pastoral ministers are available to help the person heal through listening and through prayer.

## 5 LIFELONG FAITH FORMATION

Our faith formation and relationship with the Lord Jesus never ends. It is not for just one group of people. Parents and families are the primary catechists and influencers of faith. Our parish community assists adults in passing on our Catholic tradition and Scripture. The whole parish is responsible for forming our children, youth, young adults, and the adults of our faith community.

The mission to tell the world of the Good News has been given to us, passed down from the apostles. Throughout the centuries, this mission has been accomplished. In today's world, the Church accomplishes it in various ways. One of these ways is to utilize methods of formation within the parish structure. Faith formation at St. Mary involves a variety of programs to assist its members in knowing and discovering the message of Jesus. It involves three divisions: the Lifelong Faith Formation Program (for preschool through high school youth in public schools), the Parish School, and the Adult Faith Formation Program.

**Safeguarding All God's Family:** All catechists must complete Safeguarding All God's Family training. This training is required for all who work with children and youth. The goal of the Safeguarding All God's Family Program is to protect our children and all in the Church family from sexual abuse and related dangers. This program is offered throughout the year at various sites in the archdiocese. See the archdiocese website for dates and times of offered programs. In the Parish Handbook, ministries identified with \* require Safeguarding All God's Family training.

### 5.1 LIFELONG FAITH FORMATION COMMISSION

The purpose of this commission is to vision and evaluate the various components of our faith formation programs: children, youth, young adult, adult, RCIA, and evangelization. Potential members are those with an interest in any aspect of faith formation. The commission meets three times a year.

### 5.2 CHILD AND MIDDLE SCHOOL MINISTRY

Child and middle school ministry is for children and families K4-8th grade. It consists of formal faith formation classes and much more, including service and prayer opportunities.

**Preschool Program\*:** The Preschool Program is a religion program for four and five-year-olds. It is in session during the fall and spring for eleven weeks each semester during the 9:00 a.m. Mass. (First grade classes are also available during this time period.)

**Elementary School Faith Formation\*:** Faith formation classes for grades K4-5 meet during the school year, ten sessions per semester. Grades K4-1 meet on Sundays during the 9:00 a.m. Mass. Grades 1-5 meet either on Mondays from 6:15–7:30 p.m. or Wednesdays from 5:00–6:15 p.m. Registration occurs in the spring.

**Middle School Faith Formation\*:** Parents and young adolescents will find numerous opportunities to grow in faith, deepen their prayer lives, and serve as disciples of Jesus Christ. Formal sessions are available on Monday and Wednesday evenings during the school year, and in special sessions during the summer. An evening retreat is offered, as well as specific service learning opportunities (see Just5days).

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**First Eucharist:** See the Sacrament section of the Parish Handbook for information.

**Reconciliation:** See the Sacrament section of the Parish Handbook for information.

**Children's Liturgy of the Word\*:** Children's Liturgy of the Word is held concurrently during the 9:00 a.m. and 11:00 a.m. Sunday liturgies, twice a month - usually on the first and third Sundays of the month. After the opening prayer, children in grades K4-5, join adult facilitators who help them understand the messages of the day's readings. They return to the assembly after the Prayers of the Faithful.

**Vacation Bible School\*:** Vacation Bible School (VBS) is the last week in June for all children K4 through grade 4. VBS is full of singing, crafts, Bible adventure time, snacks, games, and much more. Registration materials for VBS come out in spring each year. Enrollment is limited. Youth grades 5-12 are welcomed to assist the adults as group leaders.

**Just 5 Days\*:** Just5Days is a week-long mission experience of hands-on service work, engaging faith learning, meaningful prayer, community building, and summer fun. Just5Days was created especially for middle school youth and their adult leaders from Catholic parishes and schools to learn about their faith while participating in service work. Dates and locations vary each year.

**Catechists/Group Leaders\*:** All Faith Formation Programs and classes, grades K4-8th grade, are led by adult parishioner catechists. Adults do not have to be a certified teacher to be a catechist. Almost half a million people volunteer each year in their Catholic parishes to help nurture children and youth in the faith. All catechists are teachers of religion. Faith formation catechists must be practicing Catholics and have a love of their faith and youth. Teaching experience is not necessary, but helpful. Training, guidance, and support are provided. A monetary stipend or free program tuition is offered.

## 5.3 HIGH SCHOOL MINISTRY

High School youth ministry at St. Mary Catholic Faith Community seeks to: empower young people to live as disciples of Jesus Christ in our world today; to draw young people to responsible participation in the life, mission, and work of the Catholic faith community; and to foster the total personal and spiritual growth of each young person.

Our ministry utilizes a comprehensive approach with the following components: Advocacy, Catechesis, Community Life, Evangelization, Justice & Service, Leadership Development, Pastoral Care, and Prayer and Worship.

**High School Youth Formation Sessions\*:** Freshmen and sophomore youth gather on select Sunday evenings from 7:00 to 8:30 p.m./ for formation sessions. These sessions seek to further our understanding of our faith and empower young people to live as disciples of Jesus Christ in the world today.

**High School Confirmation Program\*:** Immediate preparation to receive the Sacrament of Confirmation can begin when the young person is at least 16 years of age and a junior or senior in high school. The preparation

process begins in late fall and continues throughout the year with the Sacrament of Confirmation celebrated in October of the following year.

The preparation process consists of attendance at learning sessions, choosing and working with an adult sponsor, a retreat, and completion of Christian service. Young people are expected to have been participating in on going faith development in either the parish formation program if they attend a public high school/home school, or religious studies if they attend a Catholic high school.

**Young Neighbors in Action\*:** Young Neighbors in Action is a week-long, summer service learning experience for older adolescents (9th through 12th grade).

Young Neighbors provides a solid Catholic approach to service and justice that balances Scripture and Catholic social teaching, direct service, and a justice consciousness. It provides the experiences, skills, and learning needed to make change possible. Each year brings a new site and new experiences. Youth are encouraged to plan to make use of their experiences at the Young Neighbors week when they return to their home communities.

**Adult Small Group Leaders/Catechists\*:** Adult leaders are a critical component of all youth ministry efforts at St. Mary. Our small group leaders lend their knowledge of faith, love of youth, and their personal gifts to promote Christian discipleship in our youth. A variety of opportunities await adults who wish to share their love of Jesus Christ with our young people.

## 5.4 YOUNG ADULT MINISTRY

Young Adult Ministry (20s and 30s) is people coming together for fun, friendships, and shared faith in a Christian atmosphere. The term young adult refers to an attitude or position in life. It is the stage in life in which directions are sought, choices are tested, and commitments are made. Anyone in their 20's and 30's, married or single, is welcome to participate in the programs. Our goal is to offer a variety of activities: social, spiritual, and educational, to fill the many different needs of the people in this age group. Young adults help plan activities and events to provide opportunities to learn more about the Catholic faith, participate in the sacraments, praise and worship, and share in Christian fellowship.

**Theology-on-Tap:** This program is a summer speaker series for young adults, married and single, in their 20's and 30's. It is designed to address the needs, questions, and interests of young adults. Theology-on-Tap is held at various locations throughout the Archdiocese of Milwaukee during July and early August. Each site holds four weekly sessions featuring different topics and presenters.

## 5.5 ADULT FAITH FORMATION

**Adult Confirmation:** This program, in collaboration with St. Alphonsus in Greendale, is designed for adults considering a mature commitment of faith in Christ through the sacrament of confirmation. Every preparation course requires a commitment of participation throughout the entire program. The elements of our Adult Confirmation program are designed to offer the best preparation possible within 10 evening sessions and an evening of reflection.

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**Evangelization Team:** The Evangelization Team focuses on and evaluates evangelization efforts in the parish. They work with the three goals of evangelization: deepening our own faith, inviting people to discover our Catholic tradition, and bringing our faith to have an impact on the world of today in families and society. Members are committed to their own faith, are creative with new methods of acting and thinking, and able to work with others and link with various elements of parish life. This group meets monthly.

**Good News People:** The Good News People program invites participants to new ways of understanding their faith, themselves, and the needs of the world around them. In a small group, parishioners will become more familiar with the biblical witness of Jesus and the call to discipleship through prayer, reflection, and action. The program is a fourteen-session faith-sharing process (seven sessions each in the fall and spring) designed to broaden our awareness of our Catholic faith and the call to be disciples in the world today. It is a journey to deepen faith, strengthen the bonds of community, and live out the Gospel call to be good news people. Small groups meet in homes for 90 minutes. Good News people facilitators are needed. Training and materials are available.

**JustFaith:** JustFaith is a formation process and spiritual journey. Over the course of seven to eight months, participants meet weekly for readings, videos, lecture, discussion, prayer, retreats, and hands-on experiences in social justice education. Participants are afforded the privilege of becoming a small faith community with other participants and sharing a journey of faith and compassion that is both life-giving and challenging.

**Little Library-Faith Branch:** The Little Library offers inspiring stories, books for reflection, discussions on social justice, Catholic teachings, theology, and more. It is located in the Gathering Space near the Communication Center. In the spirit of a Little Library, take a book (no sign-out or return necessary), and if a book provided inspiration and/or deepened faith, share it with someone or give a book in return. Volunteers help keep the little library stocked with a variety of books.

**Parish Mission:** The Parish Mission is an annual event featuring a variety of presentations and communal prayer to help us strengthen and grow our spiritual life. The mission takes place the Monday, Tuesday, and Wednesday (Ash Wednesday) preceding Lent, which also makes it a perfect way to prepare for the season.

**RCIA - Rite of Christian Initiation of Adults:** RCIA is a process for welcoming new members into the Catholic Church. RCIA is for adults who have not been baptized, were baptized in another Christian faith tradition, or were baptized in the Catholic faith but did not make their first communion. Ministers are needed in two different areas: the RCIA Team Member or by being an RCIA Parish Sponsor.

**RCIA Team Members** help the pastoral associate direct the process through interaction with participants and their parish sponsors. RCIA team members periodically share the Gospel with the participants during 9:00 a.m. liturgy, help with retreat experiences, and foster overall hospitality. Team members have a desire to help people grow in their faith and an ability to lead a small group in faith sharing.

**RCIA Parish Sponsors** accompany a person through the RCIA process, are present at weekly sessions, and provide ongoing support for the individual. Parish sponsors are confirmed Catholics who are willing

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to share their faith, connect with an individual in the process, and are open to learning and growing in their own faith life.

The time commitment for both RCIA team members and sponsors is weekly on Sunday mornings from September through May (with some exceptions), and two Friday evenings or two Saturday mornings. Formation and training are ongoing.

**Scripture Study:** Scripture study is an opportunity to gather and discuss the readings for the coming week. No experience is needed. This is an opportunity to share thoughts and to hear others' interpretations of the readings. It takes place on Tuesday evenings.

**Small Faith Communities/Facilitators:** In a community as large as ours, it is easy to feel lost in the crowd. But, *every member* is important. A small faith community is a group of people interested in getting to know one another and offering spiritual companionship. We are committed to the idea of small faith communities as a way to build up the Body of Christ. While the Eucharistic liturgy (the Mass) is our focus, private prayer and interaction with a small group help to enrich our Catholic experience. These groups encourage us in our Christian journey through scripture study, faith sharing, prayer, community, and service. With a vision toward parish-wide faith-sharing, we foster a network of small groups that build community within our diverse congregation. Groups meet together for faith sharing, bible study, prayer, fellowship, and service. Specific needs or interests can be accommodated in these groups. Small communities are made up of people who meet either once a month, or for seven weeks each during fall and Lent. Periodically, small group facilitators are needed. Groups form in the fall. Training, support, and new ideas are available.

**Spirituality for Men:** All parish men are invited to attend the First Friday Men's Club. Each first Friday of the month, the club meets at 8:00 a.m. for Mass, followed by breakfast and a talk by Fr. Mark at Klemmer's Banquet Center on Oklahoma Avenue. Come join us and grow spiritually. In addition, the Men's Discussion Group meets two Saturdays a month from 9:30–11:00 a.m.

## 6 OUTREACH

What started as a slogan, “Go Make a Difference” (Go MAD) is now the mantra of our parish community. Making a difference in the world through hands-on service and advocacy is at the core of who we are. We actively engage the needs of people in our parish, community, nation, and the world. We live our challenge to “Go Make a Difference” through ministry partnerships.

Join us by getting involved. Go MAD for God! It might sound a bit radical, but we are in good company. Jesus lived his life by doing many things that were radical shifts in the culture of his day. Our goal is to raise a whole new energy about doing the work of God, and have fun doing it. Each one of us can make a difference. Everyone doing “one small thing” makes the work light and our impact huge. Ask, “How can I ‘Go Make a Difference?’”

### 6.1 OUTREACH MINISTRY TEAM

The Outreach “Go MAD” Ministry Team coordinates our parish outreach initiatives that serve the human needs of our parishioners, the wider community, and the world. We make and grow the connection with the Go MAD ministry partners.

Making a difference through real relationships, we encourage ways to not only give money and items, but also to understand the issues that cause homelessness, poverty, inequality, and injustice for those we help. Based upon the beatitudes and the social teachings of the Church, the team brings to the forefront current social issues. We also sponsor educational programs to help learn more and dialogue about justice issues through the lens of our Catholic faith.

Through the Go MAD parent initiative, we work hard to connect outreach and service with the Parish School, Christian Formation Programs, and entire parish community. There are many ways to be involved.

### 6.2 MINISTRY PARTNERS

Our Go MAD ministry partners address the issues in the greater Milwaukee area of homelessness, poverty, and abuse. Our partners do the heavy-lifting. We provide financial, physical, and human resources, as we are able, to aid them in the work they are doing. We connect the dots between the agencies and parishioners, giving the parish community a chance to get involved.

#### 6.2.1 LA CAUSA CRISIS NURSERY & RESPITE CENTER\*

Located on the near south side (Walkers Point), the La Causa Crisis Nursery and Respite Center provides a safe haven for children (infant to age 12) who are in a crisis situation. Up to twelve children at a time can stay for up to three days. Volunteers are needed to rock, sing, read, and play with the children, seven days a week from 9:00 a.m. to 9:00 p.m. Submission and approval of an application and background check are required to volunteer.

## 6.2.2 MILWAUKEE HOMELESS VETERANS INITIATIVE

The Milwaukee Homeless Veterans Initiative (MHVI) works with homeless vets to get them off the street and connect them to needed services. “No-one is left behind.” MHVI supports vets as they transition into housing by providing furniture and household items (dishes, sheets, pots, pans, etc.). Ministers in this area are needed to help sort, pack, and move items. Prayers and donations are also welcome.

## 6.2.3 NIA IMANI FAMILY

Nia Imani Family is a safe haven for young moms and their children who are trying to keep a family together after incarceration or other serious problems. Families are provided a transition apartment for up to two years. They participate in training programs that help them to get an education, learn skills needed to raise children, find employment and provide a stable home base moving forward. Volunteers are needed to tutor, teach a craft or homemaking skill, and/or provide a professional skill workshop (e.g., handling personal finances, resume writing).

## 6.2.4 PATHFINDERS\*

Pathfinders provides Milwaukee youth shelter, safety, hope & healing. We support the work of Pathfinders to help runaways, throwaways and homeless youth, ages 11 to 25. Volunteers can make a difference through prayers, donations, and assisting as a mentor/tutor. We also provide Friday night dinners and an occasional Saturday morning breakfast, so hospitality and cooking skills are also welcome.

## 6.2.5 REPAIRERS OF THE BREACH

Repairers of the Breach is Milwaukee's only daytime homeless shelter and resource center. We provide ongoing support in a variety of ways. Volunteers are needed to tutor, sort, pack, help out with simple office tasks, garden, and perform yard work, along with many other opportunities.

**Hot Lunch Ministry:** Each month on the fourth Thursday, a hot meal is prepared and delivered to Repairers of the Breach. The food is provided by the St. Vincent de Paul Society, but cooks are needed to prepare the casseroles and drivers needed to bring the food to the day-time shelter.

**Literacy Program:** Tutors are needed in the new Literacy Center, Monday and/or Wednesday mornings. All are welcome!

## 6.2.6 ST. VINCENT DE PAUL

Inspired by Gospel values, Vincentians work diligently to show vulnerable individuals/families that we care about them, and that we want to help them to the best of our ability and resources. St. Vincent de Paul (SVdP) is a group of men and women who strive to grow spiritually by offering confidential person-to-person service to individuals in need. St. Mary's SVdP conference supports several ministries. We enthusiastically invite and welcome youth and adults who also wish to assist others who need our confidential person-to-person assistance. We are one of the largest conferences, and welcome new members as we humbly care for the increasing and diverse needs of God's chosen people. Our conference meets once a month to pray together and discuss how well we are accomplishing our mission.

**The Food Pantry:** The pantry provides food for those struggling to make ends meet. It is open the second and fourth Monday of every month from 3:30–5:00 p.m. Food donations are needed year-round in the Gathering Space hallway. Volunteers are always welcome.

**School Supply Drive:** Held in August, our SVdP conference holds a school supply drive which benefits other needy SVdP conferences, our food pantry patrons, and some of our ministry partners. We are also in need of help, and generous donations.

**Southside Meal Program:** This program serves the homeless and working poor in the largely Hispanic near south side community on the third Monday of the month. We need desserts, milk, and hospitality ministers.

**Thanksgiving Food Drive:** Held annually in November, we take requests for Thanksgiving baskets. We also need help with food donations, preparing food baskets, and delivery.

**Winter Coat Drive:** Every year, SVdP collects winter coats and warm clothing, which is distributed to other SVdP conferences and our ministry partners. Volunteers and donations are needed to help make this drive a success and keep many people warm in the cold Wisconsin winter months.

### 6.2.7 SOUTHWEST INTERFAITH PROGRAM

See the Pastoral Care section of the Parish Handbook for information.

### 6.2.8 WOMEN'S SUPPORT CENTER OF MILWAUKEE

A sponsored ministry partner through our active Respect Life Ministry team, the Women's Support Center helps young women choose to have their babies and not abort. The Center provides education, counseling, and hands-on support. Volunteers can help through prayers, donations of baby supplies, and hands-on help.

## 6.3 HAITI

We make a difference in Latiboliere, Haiti through a longstanding/active partnership between the people of Notre Dame du Perpetual Secours and the parishioners of St. Mary. We advocate for the people of Latiboliere as they work to improve the quality of their lives and bring about sustainable development to their parish community.

We work to empower our sisters and brothers in Latiboliere by working side-by-side with them to improve education, health care, provide potable water, and enhance employment opportunities. We have a viable and loving relationship through communication and prayer with an emphasis on creating very real and personal relationships. Parishioners have the opportunity to support initiatives in the following areas: water and sanitation, nutrition, education, health, soccer, helping to collect needed items, packing and shipment of sea containers, and mission teams to Haiti.

**Haiti Women's Prayer Network:** Meeting every other month, our Haiti Women's Prayer Network supports

58 prayer partner matches (58 women here and 58 women in Latiboliere). This active ministry takes care of the midwives, goats, and coffee projects in Latiboliere, Haiti. Through prayer and friendship, these women provide the “wind beneath the sails” to our Haiti ministry partnership.

### 6.4 COMMUNITY CARE & CONCERNS

**Bread Ministry:** Every Tuesday and Wednesday night we pick up the leftover bread from Breadsmith at 76th and Layton at 6:50 p.m. On Wednesday evenings from 7:00-8:00 p.m. we bag the bread in the Parish Kitchen. On Thursday, the bread is delivered to the Northcott Neighborhood House at 2460 N. 6th St. We need both drivers and baggers weekly, year-round. This is a perfect ministry for families and retired individuals who can drive.

**Gay and Straight in Christ (GASIC):** We offer the message that our faith community is open to all persons as a welcoming and affirming Catholic Christian community. We welcome the Lesbian, Gay, Bisexual, Transgender (LGBT) communities and to the family members and friends who stand with them. Our discussion and support group meets on the third Thursday of every month at 7:00 p.m. We offer support for those coming out and/or struggling with someone else's coming out. We walk with the LGBT community in finding comfort in being an integral part of the Catholic community and to communicate the power of God's unconditional love. This support group is committed to maintaining confidentiality.

**Managing Donations:** Our Outreach Ministry Team needs volunteers to help with a variety of parish-wide collections throughout the year (SVdP food and coat drives, Lenten collections, Haiti sea containers, “Souper” bowl, and others). Sorters, packers, and people to pick-up and deliver items are needed, year-round.

**Respect Life Committee:** The goal of this group is to educate, witness, and promote the sanctity and God-given dignity of all human life, from beginning to end. Meetings are the first Thursday of every month at 7:00 p.m. Activities include Friday morning prayer, promoting archdiocesan initiatives, spiritual adoption, anti-pornography awareness, Life Chain, and 40 Days for Life.

**St. Ben's Meal Program:** On the second Thursday of each month, St. Mary parishioners sponsor the evening meal at St. Ben's. Parishioners volunteer to make, deliver, and/or serve the food at the downtown site. We need cooks (directions provided), food donations, and people to help serve the meal.

### 6.5 IMMERSION & DISCIPLESHIP

**Engaging Spirituality:** Join a small group of spiritual seekers to embark on a spiritual journey that explores the connection between prayerful presence and social action. Engaging Spirituality provides a practical challenge to follow Christ into the broken heart of our world. We will share an opportunity to apply contemplative wisdom to the needs and possibilities of our times.

**Immersion Opportunities\*:** In addition to Haiti immersion (adult), Just5Days (middle school) and the Indian Reservation (high school) immersion experiences, we can help find additional opportunities to serve. Young adults are needed to help with the middle and high school activities. Contact the Parish Office for more information and/or to volunteer.

**United Hearts:** This small scripture group meets the first Saturday of each month at Repairers of the Breach. This group shares in the lives of members of the Repairers community from 8:30-10:00 a.m. through scripture sharing. United Hearts is committed to finding ways to promote the common good of both the homeless and parish members who come together to discover common ground. Join them for one session or ongoing, but be forewarned; “the life you change might be your own.”

### 6.6 MINISTRY EVENTS

**Circle of Love:** There are many people in our community that are, for various reasons, unable to enjoy the giving and receiving of gifts during the Christmas season. In late October/early November, parishioners have the opportunity to submit names of the needy to the Circle of Love. Information about the person or family (i.e. gender, size, gift suggestions) is requested, while identity is withheld. Envelopes with the requests are prepared and placed on the “giving trees” in the Gathering Space. Parishioners are invited to select an envelope and anonymously purchase a gift. Generally, gifts are collected and distributed the first weekend in December. Specific details can be found in the bulletin.

**Lenten Outreach:** Our Go MAD outreach team asks the entire faith community to Make A Difference each Lent through “almsgiving,” hands-on service, friendship, and advocating for the people we meet and walk with through our ministry partner relationships. A different partner is highlighted each week of Lent which describes the nature of our partnership and asks for specific items most needed for that ministry to be collected during that week.

**Thanksgiving Dinner:** St. Mary hosts a traditional family style Thanksgiving dinner on Thanksgiving Day. All are welcome. Make A Difference simply by coming to eat and breaking bread with many who do not have family to share the day. Good food and friendship is guaranteed. (Financial donations will be accepted for soup and bread for Repairers of the Breach and Pathfinders, reminding us that the need continues beyond the holidays.)

**Veteran’s Dinner:** This annual dinner to honor all women and men who have served in the military takes place in mid-November. It is our way to thank those who have served. It is an opportunity to gather, share a catered meal, and connect. It takes place in the Gathering Space.

## 7 STEWARDSHIP

### 7.1 FAITH IN ACTION

Our mission statement reflects the purpose for our life together: Celebrating spiritual growth, centered in Christ, through Word, Sacrament, and Service. We are called through our baptism to service. Come join the many who are actively engaged in furthering our mission by volunteering today!

### 7.2 ACH DEBIT PROGRAM

Every parishioner is invited to set up an automatic withdrawal for their contributions through our ACH Debit Program. The automatic withdrawal process has many benefits:

- Allows members to make a commitment about their offering to the church in advance
- Provides the convenience of not having to worry about writing a check
- Maintains monthly contributions, even while on vacation or out of the area

We ask members to prayerfully consider this convenient option. The ACH Authorization form can be found on the website, Communication Center, and Parish Office.

### 7.3 ANNUAL PLEDGE

In November of each year, we pay particular attention to the monetary aspect of Stewardship and ask that members prayerfully consider what they are able to contribute to the support of the Parish. This helps the Finance Council form a fiscally responsible budget.

### 7.4 SCRIP

A gift card is an easy fund-raising program for St. Mary Parish. St. Mary purchases restaurant and retail store gift cards/certificates with rebates ranging from two to eighteen percent. The gift cards/certificates are then resold at face value to parish families and friends. These gift cards can be used for everyday items like groceries, gas, clothing, lodging, and more. It costs nothing extra to support this program and the rebates you assign to the parish are tax deductible. Simply use the gift cards/certificates in place of cash when making purchases. Some department stores accept the gift cards/certificates to pay credit card bills. Scrip can be purchased in the Parish Office or Communication Center before and after Mass.

### 7.5 ENDOWMENT

The St. Mary Parish and School Endowment Fund is a long-term savings plan intended to secure the financial future of parish operations and services, as well as the continuation of quality education at our school. This fund is managed by the St. Mary Parish and School Endowment Fund Committee. This fund is *not* a building fund. It is *not* tuition assistance. It is *not* the regular envelope donation. It *is* a fund where the principal monies are never touched. Instead, a percentage of the interest generated by the fund has been given to the parish over the years to offset operating expenses.

## 8 COMMUNITY LIFE

### 8.1 COMMUNITY LIFE GROUPS

**Adult Volleyball:** We offer a recreational league that has co-ed teams playing in the St. Mary Gym on Saturday nights, approximately twice per month, October through April. This is an opportunity for some exercise and socializing. Teams form in late September.

**Community Life Commission:** This group gathers for mutual support, as well as providing insights into the ministries that promote our parish community. It encompasses several ministries. Any parishioner interested in promoting community life is welcome to join. It meets three times a year.

**CYM Sports:** Catholic Youth Ministry (CYM) Sports offer an opportunity for young people to associate with dedicated adults who foster the development of athletic skills and serve as role models of Christian living. The focus of our athletics is enjoyment and seeks to provide: a learning experience, a positive base for Christian development, an understanding of competition, sportsmanship and teamwork, and the opportunity for all participants to develop and share knowledge and skills appropriate to their level. Opportunities are available in volleyball and basketball.

**Men's Basketball:** St. Mary offers an open gym on Tuesday evenings from 8:00-11:00 p.m., year round, for men to play basketball.

**Singles 45+ Group:** A group of single people age 45 and over get together once or twice a month for social activities. Regular activities are a game night held ten months out of the year, with a Christmas dinner at That's Amore in December, and a picnic at Hales Corners Park in July. Other activities are planned as members come up with ideas. Some past activities include Brewers games, bowling, mini-golf, concerts, movie and dinner, and volunteering for the Bingo booth at the festival.

**Senior Fitness:** "Fun in Fitness" exercises the body, mind, and spirit while having fun, accompanied by music. We invite adults of any age, but especially seniors, who want to get and stay as healthy and mobile as possible for as long as they can. The group meets weekly on Wednesdays, 11:30-12:45 p.m. Utilizing balls, bands, batons, and balance, in order to maintain/improve flexibility, strength, coordination, and endurance. The group meets in Room 312, which is elevator-accessible.

**Welcome Ministry:** This group of volunteers registers and welcomes new parishioners into our St. Mary Parish community. People are needed monthly before and after one Mass on the second weekend of the month for approximately thirty minutes. This ministry is ideal for those who enjoy meeting new people.

**Young at Heart:** This group, created in 1995, is an organized group of mature adults committed to:

- Providing social and educational activities to the mature adults of St. Mary Catholic Faith Community and others who are interested in joining.
- Enhancing the health and wellness of members.

- Using as many of our own talents as possible to develop these activities and other activities that may result in earnings that may be used to fill the needs of our members, parish, and the Christian community.

The group participates in many outside activities such as day trips, picnics, plays, concerts, and dinners. Members receive quarterly newsletters, which advise them of the planned activities for the coming months.

### 8.2 COMMUNITY LIFE EVENTS

**Continental Breakfast:** Sunday morning Continental Breakfasts, held at various times throughout the year, are an opportunity for parishioners to gather informally with family and friends. Coordinators and volunteers are needed on designated Sundays during the year to prepare and serve donuts, juice and coffee after all Masses. This event helps build community.

**Parish Festival:** The festival is held annually in July. Its purpose is twofold: to raise money for the parish, and more importantly, to bring parishioners together in a spirit of community and cooperative effort. It provides an excellent opportunity for parishioners to get involved, to meet others in the community, and experience the rewards of doing something for the parish. At the same time, it involves a limited commitment for volunteers.

**Parish Festival Committee:** The committee consists of festival co-chairs and event chairpersons for the individual events. The co-chairs support and coordinate all the activities with event chairpersons. An example of an event chairperson is the festival raffle chairperson, who should be contacted if there are questions regarding raffle items. The event chairperson is responsible for all aspects of the individual events (e.g. staffing, supplies, etc.). The committee meets several times a year, starting after the first of the year, through June. The festival is held in July, and typically takes place the second Friday through Sunday of the month.

Hundreds of parish festival workers are needed for a variety of things including set-up, games, bingo, children's rides, food, beverages, and much more. The descriptions of the various needs are posted on the parish website in June and July.

**St. Mary's Fish Fry:** This community event is held on the first Friday of the month in October through December, February through May, and the Friday of the festival in July. This event welcomes the neighborhood community to gather for the fish fry meal. Our goal is to establish a congenial atmosphere where friendship and socializing is encouraged. We are always looking for volunteers to work Fish Fry and bakers to provide desserts.

**Fellowship/Social Events:** Occasionally, the Gathering space is used for special events that require volunteers to host, set-up, and serve food and beverages.

**Royal Affair:** In 1995, a group of dedicated visionaries (parents, parishioners, and friends of St. Mary) wanted to gather friends to raise funds through a very special event. An exciting dinner-dance-auction was decided as the venue for such an undertaking. In the quest for determining the name for this annual event, the Royal Affair was born. This name was selected because of the school's mascot/team name, The Royals. The

team name, came from the school colors of royal blue and white, which are also indicative of the colors often associated with the Blessed Mother. The name Royal Affair was selected and believed to be a spirited, honorable name. Ask anyone who has attended to know that a great time is always had by all! Watch for details about the annual Royal Affair fundraiser on the website. Lots of fun and surprises are planned for this major fundraiser and social event, which takes place each fall.

### **8.3 CHILD CARE\***

Child Care may be provided on the St. Mary premises for young children for various parish functions and programs. Because days and times vary, please contact the Parish Office to determine availability.

### **8.4 ATHLETICS\***

St. Mary's Athletic Association was established in the spring of 1981 to provide a permanent committee responsible for the establishment, evaluation, and funding of interscholastic athletic activities for the youth of the parish community. These activities include soccer for grades 1-8, as well as volleyball, basketball, and track for those in grades 5-8. Students who are registered members of St. Mary and participate in the Parish School or Lifelong Faith Formation Program are encouraged to join. Athletic opportunities available for high school youth include CYM basketball and CYM volleyball. Adult athletic opportunities include adult volleyball and men's basketball.

Volunteers organize the athletic program for the children of St. Mary Parish. We welcome all parish member children to participate in recreational and competitive sports through the Parkview Parochial League. The Athletic Association meets monthly and is comprised of over twenty members. Each member supervises sporting events in the St. Mary Gym several times per sport season. Members who enjoy watching sports and working with children are encouraged to volunteer. Go Royals!

### **8.5 SCOUTS\***

The Girl Scouts and Boy Scouts have been active at St. Mary for many years. These programs involve all age groups. The opportunities include the outdoors, camping, hiking, environmental study, crafts, and service. Contact the Parish School for more information.

## **9 PARISH SCHOOL**

### **9.1 SCHOOL MISSION STATEMENT**

Celebrating spiritual growth while providing academic excellence in a Christ-centered environment.

### **9.2 PHILOSOPHY OF EDUCATION**

We, at St. Mary Parish School, in partnership with parents and the parish community, believe in providing for the quality Christian-Catholic education of the whole student. We believe in providing a secure environment, which fosters a positive self-image that is sensitive to societal influences, thereby enhancing each individual student's desire and motivation to learn.

### **9.3 PARISH SCHOOL COMMITTEE**

The purpose of the Parish School Committee is to support and encourage the school staff in their endeavor to provide a quality Catholic education by developing policies and procedures that promote a cooperative family, school, and parish relationship. The committee reviews and recommends school policies and procedures; reviews, evaluates, and recommends school programs and activities; assists in implementing programs and activities; and studies and evaluates long-range needs of the school.

### **9.4 HOME AND SCHOOL ASSOCIATION**

All parents who have children attending St. Mary's Parish School are voting members of this organization. The objectives of this organization are to: (1) provide channels of communication between homes and school in order to improve the growth of education; (2) provide supplemental funds to the school, through various fund raising activities; and (3) help host school-related functions. Meetings are held several times a year.

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