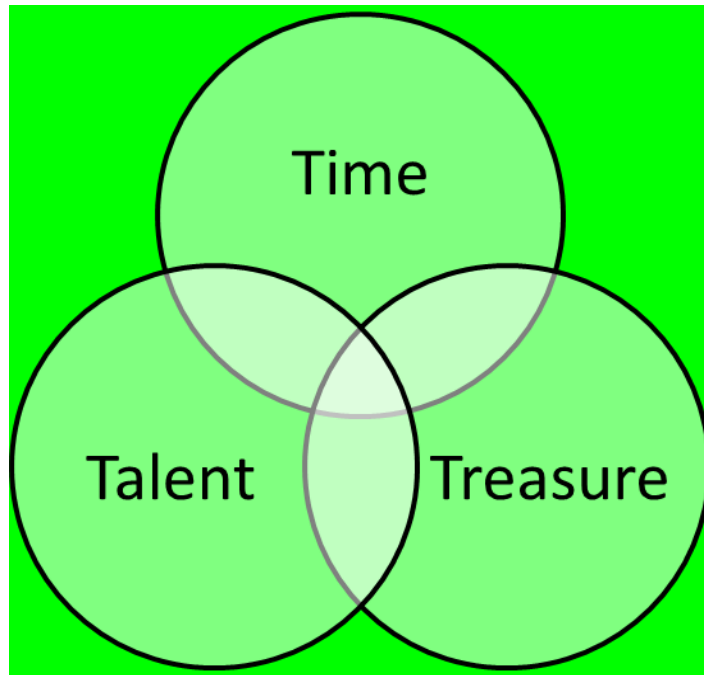


# St. Patrick's Ministries



**Opportunities to Grow in Service,  
in Faith, and in Community**

## Stewardship at St. Patrick's Church

We Are the Church. Each of us is part of the church family both within these walls and also in our activities and work in the community. We are each part of the whole. We are an important and essential part of the family of God. Everything that we have and all that we are is a gift from God. St. Patrick's is a 'Volunteer Church'; most all of our operation and maintenance is done by volunteer parishioners. Please consider how you can do your part.

How is God calling you? How will you steward the gifts you have been given? Where can you help? How will you choose to give of your time, talent, and treasure?

1 <sup>st</sup> Friday/Homebound Ministry	Eucharistic Ministers	Parish Picnic
Altar and Church Decorating	Fall Festival	Photography
Altar Linen Care	Fellowship Sunday	Sacristans
Altar Servers	Finance Council	Sew Baptismal Gowns
Bulletins/Announcements	Fix-it Jobs	Snow Removal
Busy Bags	Fresh Altar Flowers	St. Patrick's Day Dinner
Caring for Plants and Flowers	Funeral Luncheons	Stuffing Bulletins
Cemetery Sextant	Garbage Removal	Sunday Brunch
Christmas Program	General Maintenance/Cleaning	Sunday Scheduling
Church Cleaning	History of St. Patrick's	Sunday School Catechist
Collection Counters	Landscaping	Ushers/Gift Bearers
Commentators/Lectors	Ministry Scheduling	Watering Trees and Flowers
Community Outreach	Music Ministry	Women's Bands
Catholic Services Appeal	Parish Council	

### **Annual Parish Picnic**

**Ministry description:** The 1<sup>st</sup> Sunday in August finds us outside under a tent after Mass for our Annual Parish Picnic. The Women of St. Patrick's provide hotdogs and root beer floats. Parishioners bring salads, desserts, and yard games. Help is needed with moving tables and chairs outside, set up, serving, and clean up. It's a real family day. Everyone can help!

**Time required:** 1-2 hours

**Frequency:** 1<sup>st</sup> Sunday in August

**Contact persons:** The Women of St. Patrick's  
Co-Presidents: Sande Sutton (715-688-3015), Jackie Rosauer (715-684-3921)

### **Catholic Services Appeal**

**Ministry description:** The Catholic Services Appeal occurs once a year in September. It is the way the Diocese gathers funds to provide for the needs of the diocese and its parishes. Our parish is assessed an amount based on the collection giving of the past year. Someone from St. Patrick's is needed to gather, record, and report the donations.

**Time required:** 2 hours per week of the Catholic Services Appeal

**Frequency:** Approximately 8 weeks during the Appeal

**Contact person:** Nathan & Crystal Friske (952-693-6994)

### **Funeral Luncheons**

**Ministry description:** When a funeral takes place at St. Patrick's, a luncheon is offered to the family for those attending the funeral. A set menu is purchased with added salads and bars from parishioners. This is an essential ministry to those in most need; providing food for families in their grief.

**Time required:** 1-3 hours on the day of the funeral

**Frequency:** as needed

**Contact persons:** Pam Donahue (715-684-3564), Jackie Rosauer (715-684-3921)

### **Busy Bags**

**Ministry description:** Busy Bags are available at the entrances to the church for parents of young children. These bags contain items that can help keep the younger people interested and occupied during Mass. They are cleaned and updated regularly.

**Time required:** 1 hour

**Frequency:** 1 time per month

**Contact persons:** Jody Lenz (715-248-7205) or [threshingtablefarm@frontiernet.net](mailto:threshingtablefarm@frontiernet.net)  
Julie Riel (715-796-2833)

### **Altar Servers**

**Ministry description:** Altar Servers assist the priest/deacon before and during Mass. Before Mass they light candles and place anything else needed in the appropriate location as directed by Father. During the procession into church, one server carries a candle or cross. During Mass the servers assist the priest in various ways. Training is provided to new servers. New servers are scheduled with experienced servers who will help teach the new server their role in the Mass. Serving as an altar server is an important way for youth to serve God and St. Patrick's Church community.

**Time required:** 1 hour

**Frequency:** 1-2 Sundays a month

**Contact person:** Jackie Mitchell (715-246-5514) or [dmithc9@frontiernet.net](mailto:dmithc9@frontiernet.net)

### **Homebound/1<sup>st</sup> Friday Ministry**

**Ministry description:** The Homebound Ministry seeks to meet the vital need of ministering to our elderly or homebound parishioners. Our homebound ministers make visits to nursing homes, hospitals, or private homes as requested by the homebound. Our liturgy continues by representing our parish family with Holy Communion. We bring the love of Christ to the homebound through sharing of word, prayer, and Eucharist.

**Time required:** 15-20 minutes for homebound Communion service plus travel time to nursing home, hospital, or private home

**Frequency:** First Friday of the month or on an as-requested basis

**Contact persons:** Mel Riel (715-796-2833)  
Dennis & Jan Johnson (715-246-9547)

### **Christmas Program**

**Ministry description:** Each year a Christmas play is performed by the children and other members of the parish, usually the 3<sup>rd</sup> Sunday of the December. It always promises to be a creative approach to the message of God's love for us.

**Time required:** Over a period of two weeks prior to the performance-varied commitment

**Frequency:** 1 time a year

**Contact person:** Jody Lenz (715-248-7205) or [threshingtablefarm@frontiernet.net](mailto:threshingtablefarm@frontiernet.net)

### **Children's Liturgy of the Word Leader**

**Ministry description:** Children are invited to go with a leader to hear the Sunday Liturgy of the Word at their own level of understanding. The twenty minutes during Mass also includes a coloring sheet or simple craft.

**Time required:** 1/2 hr. prep and 1 Mass time

**Frequency:** approximately 1 time a month

**Contact person:** Jody Lenz (715-248-7205) or [threshingtablefarm@frontiernet.net](mailto:threshingtablefarm@frontiernet.net)

### **Catechist – Sunday School**

**Ministry description:** School age children who do not attend St. Mary's School have the opportunity to receive Catholic religious instruction on Sundays during the school year at St. Patrick's Church before Mass. Catechists teach small classes. There is training provided and Jody works closely with the team of catechists to plan lessons.

**Time required:** Prep time and 10:00-10:45 am Sundays

**Frequency:** Scheduled October-April

**Contact person:** Jody Lenz (715-248-7205) or [threshingtablefarm@frontiernet.net](mailto:threshingtablefarm@frontiernet.net)

### **Landscaping/Watering**

**Ministry description:** Landscaping projects and weeding are completed by volunteers when needed. Trees and shrubs are sometimes watered when there is a shortage of rain in the summer. Potted plants are watered on a regular basis around St. Patrick's Church and grounds. If you have an interest in landscaping or maintaining plants and flowers, please join this ministry.

**Time required:** 1-2 hours

**Frequency:** as needed

**Contact person:** Don Rachner (715-265-7656)

### **General Maintenance/Fix-it Jobs**

**Ministry description:** General maintenance and fix-it jobs are completed by parish members as needed. This donation of time helps hold the down cost of maintaining our church building and grounds. If you can help with the occasional project, it would be greatly appreciated.

**Time required:** time varies with project

**Frequency:** varies depending on need

**Contact persons:** Dan Donahue (715-684-3564), Dennis Mitchell (715-246-5514), or Don Rachner (715-265-7656)

### **General Church Cleaning**

**Ministry description:** General cleaning and janitorial duties are completed by parish members once a week. This donation of time includes vacuuming, dusting, cleaning and supplying restrooms, etc. If you can help with the occasional project, it would be greatly appreciated.

**Time required:** 1-3 hours

**Frequency:** approximately 1 time a month, varies with team

**Contact person:** Jackie Rosauer (715-684-3921)

### **Garbage Removal**

**Ministry description:** Our parish does not pay for garbage removal. Parishioners donate this service as needed following church activities such as: Fellowship Sunday, funerals, Sunday Brunches, Fall Festival, St. Patrick's Day, etc.

**Time required:** 15 minutes

**Frequency:** 2-4 times a month, varies

**Contact person:** Dennis Mitchell (715-246-5514) or [dmitch9@frontiernet.net](mailto:dmitch9@frontiernet.net)

### **Readers/Commentators**

**Ministry description:** The role of a reader is to present the readings of the day during Mass on Sundays and/or Holy Days. Each reader is provided the Workbook for Lectors and Gospel Readers so the readings can be understood and practiced beforehand.

The Commentator's responsibility is to welcome parishioners and visitors and make announcements before Mass begins. The announcements are available before Mass to read over if the commentator so chooses.

At St. Patrick's a person is scheduled to be a reader one Sunday and commentate the next. At times when we are short of Readers/Commentators, they will do both roles on a Sunday.

**Time required:** 1 ½ hours for prep time and Mass

**Frequency:** 1-2 Sundays every 6 weeks

**Contact person:** Jackie Mitchell (715-246-5514) or [dmitch9@frontiernet.net](mailto:dmitch9@frontiernet.net)

### **Ushers/Gift Bearers**

**Ministry description:** Ushers are available to take up the collection during Mass. On certain Sundays they may be asked to help seat individuals and set up chairs for additional seating. The Gift Bearers present the collection baskets, wine, and hosts to Father during the Offertory. They may also serve as ushers.

**Time required:** 1 hour

**Frequency:** once per month

**Contact person:** Jackie Mitchell (715-246-5514) or [dmitch9@frontiernet.net](mailto:dmitch9@frontiernet.net)

### **Music Ministry**

**Ministry description:** Before and during Mass, the Music Ministry provides spiritual nourishment in the form of song and instrument. Currently there are several teams who make up this ministry. New members are encouraged and welcome.

**Time required:** 1 hour during Mass and practice as needed

**Frequency:** once a month

**Contact person:** Maureen Brunner (715-410-2141)

### **Parish & Finance Councils**

**Ministry description:** The Parish and Finance Councils meet jointly on an annual basis to approve the parish budget. If parish or financial questions arise during the year, the councils meet as needed to resolve the issue in question. Email is also used to communicate and resolve small questions or items of concern. If you have an interest in finances or helping with other parish issues, please consider the idea of joining the Parish or Finance Council.

**Time required:** 1 ½ -2 hours

**Frequency:** 2-3 time per year

**Contact person:** Dennis Mitchell (715-246-5514) or [dmitch9@frontiernet.net](mailto:dmitch9@frontiernet.net)



## **Cemetery Sextant**

**Ministry description:** The Cemetery Sextant fields questions regarding St. Patrick's Cemetery and Holy Rosary Cemetery in Cylon. Some individuals may be seeking information about where their ancestors are located in the cemetery; others may be looking to purchase plots. A listing and partial map is available to help locate those buried in the cemetery. The sextant works with individuals to help choose a plot location and takes care of collecting payment and issuing receipts for the plots. The money received is taken to the Immaculate Conception Church office in New Richmond for deposit in St. Patrick's accounts. The name of the individual purchasing the plot is recorded on the cemetery map and on an index card which is kept in our St. Patrick's file.

In the event of a funeral, the sextant is asked to mark where the grave should be dug for the deceased individual. The sextant records the name of the deceased on the listing and map. A copy of the burial certificate is filed after the information is recorded in the St. Patrick's Book of Records which is kept in the Immaculate Conception Office. The funeral home that handles the burial issues a check to the sextant for a burial marking fee. The check is delivered to the IC Church office after a receipt has been mailed to the funeral home.

**Time required:** 1-2 hours

**Frequency:** varies according to the number of funerals and inquiries

**Contact person:** Jackie Mitchell (715-246-5514) or [dmitch9@frontiernet.net](mailto:dmitch9@frontiernet.net)

## **Snow Removal**

**Ministry description:** We are fortunate at this time to have a family that donates their time and equipment to remove snow for St. Patrick's Church. Help is welcome, however, and removal could be divided up. Snow is plowed and shoveled for Sundays or days when there is an activity at church. Sometimes the work is completed on Saturday evening if there is not more snow in the forecast. Anyone is welcome to help with the shoveling. You can just show up or call and ask when the shoveling will be completed.

**Time required:** less than an hour (if plenty of help is available)

**Frequency:** depends on the year-whenver the snow falls ☺

**Contact persons:** Dan Donahue (715-684-3564), Dennis Mitchell (715-246-5514), Don Rachner (715265-7656)

### **Altar/Church Decorating**

**Ministry description:** As the liturgical season changes, changes also occur on the altar and in the church as a way to enhance our worship space. If you are interested in helping to create a welcoming place, this may be the ministry for you.

**Time required:** 1 hour

**Frequency:** several times a year

**Contact persons:** Patsy Casey (715-246-5176), Marie Belz (715-684-4452)

### **Altar Linen Care**

**Ministry description:** Clean and prepare linens for the altar

**Time required:** 1 hour

**Frequency:** as needed

**Contact person:** Patsy Casey (715-246-5176)

### **St. Patrick's Day Dinner**

**Ministry description:** St. Patrick's Day is special in our parish as we celebrate our patron saint with Mass and a catered Corned Beef and Cabbage Dinner. The Bishop and other priests are invited to attend. Help is needed to decorate the church and Blarney Hall and set up for the dinner, usually sometime before the day of the event. St. Patrick's Day always falls on March 17<sup>th</sup> of the year. Additional help is needed during the dinner to bus tables, reset places, and with clean up.

**Time required:** varies

**Frequency:** annually on March 17

**Contact persons:** The Women of St. Patrick's  
Co-Presidents: Sande Sutton (715-688-3014), Jackie Rosauer (715-684-3921)

### **Bulletin/Announcements**

**Ministry description:** The person responsible for the St. Patrick's portion of the weekly bulletin uses a computer file to write and update announcements, events, and calendar items on a weekly basis. It is then sent as an attachment to the secretary at the Immaculate Conception Church office. Normal weekly deadline is Tuesday at 9 am. Prior to holidays there are early deadlines. Weekly pulpit announcement deadline is Thursday morning, emailed to IC.

**Time required:** 1-1 ½ hours

**Frequency:** Weekly

**Contact persons:** Patsy Casey (715-246-5176) or [pcaseywi@gmail.com](mailto:pcaseywi@gmail.com)  
Sande Sutton (715-688-3015) or [sandra.sutton@alumni.augsburg.edu](mailto:sandra.sutton@alumni.augsburg.edu)

### **Bulletin Inserts**

**Ministry description:** There are times when help is needed adding inserts to the weekly bulletin. People are needed to help member from IC to complete the task.

**Time required:** 1-2 hours

**Frequency:** occasionally

**Contact person:** Rita Riley at the IC office (715-246-4652)

### **Women of St. Patrick's**

**Ministry description:** The Women of St. Patrick's, of which every woman in the parish is considered a part of, are divided into 2 Bands. This organization supports the social well-being of the parish through various activities, such as: serving funeral luncheons, bringing food for bake sales or Sunday Brunch, decorating and helping with Fall Festival and St. Patrick's Day, cleaning and preparing for times of the liturgical year in the church, etc.

**Time required:** varies with project

**Frequency:** Meetings are held on the 2<sup>nd</sup> Monday most months during the school year at 6:30 pm.

**Contact persons:** Band 1-Maureen Brunner (715-246-8614)  
/Ellen Hurtgen (715-698-2818),  
Band 2-Pam Donahue (715-684-3564)

Co-Presidents: Sande Sutton (715-688-3015), Jackie Rosauer (715-684-3921)

## **Fall Festival**

**Ministry description:** St. Patrick's Annual Fall Festival sponsored by the Women of St. Pat's is held on the 3<sup>rd</sup> Sunday of October each year. It is the main fundraiser of the year. Proceeds sustain the groups' activities, outreach, and support for the parish. A catered meal is served. Other activities of the day include: the sale of religious items, a country store with homemade items, baskets to take a chance on, cake walk, fish pond, and raffle. There are many aspects to the planning, preparation, set up & clean up, decorating, and implementation. It is an all parish activity.

**Time required:** varies

**Frequency:** occurs 3<sup>rd</sup> Sunday of October

**Contact persons:** The Women of St. Patrick's  
Co-Presidents: Sande Sutton (715-688-3015), Jackie Rosauer (715-684-3921)

## **Ministry Scheduling**

**Ministry description:** A printed schedule for altar servers, collection counters, Eucharist ministers, reader/commentators, and ushers/gift bearers is made available every 10 weeks. Requests for not being scheduled on certain Sundays are taken into account. Each fall a notice is published in the bulletin inviting people to join these ministries.

**Time required:** approximately 2 hours

**Frequency:** once every 10 weeks

**Contact person:** Jackie Mitchell (715-246-5514) or [dmitch9@frontiernet.net](mailto:dmitch9@frontiernet.net)

## **Collection Counters**

**Ministry description:** The Sunday collection is counted immediately following Mass at St. Patrick's. Four individuals work together to complete the counting. Experienced counters help new counters learn how the collection is sorted, counted, and recorded. The more counters we have, the fewer Sunday's each person will be needed. Please join us if you can!

**Time required:** 30-45 minutes

**Frequency:** Approximately one Sunday a month

**Contact person:** Jackie Mitchell (715-246-5514) or [dmitch9@frontiernet.net](mailto:dmitch9@frontiernet.net)

### **Special Ministers of the Eucharist/Sacristan**

**Ministry description:** Special Ministers of the Eucharist help distribute communion. St. Patrick's schedules two Special Ministers each week. Additionally, if the Deacon is not present to assist Father, a third minister is asked to come forward. The Sacristan assures that all the wine is consumed, cleans the wine cups, and puts them away if the Deacon is not present.

**Time required:** 1 hour

**Frequency:** once every two months

**Contact person:** Jackie Mitchell (715-246-5514) or [dmitch9@frontiernet.net](mailto:dmitch9@frontiernet.net)