

St Paul

2026 Parish and School Ministry Guide



TABLE OF CONTENTS

Listing of Parish Ministries & Organizations

Liturgical/Worship:

Adult Choir.....	4
Altar Servers.....	5
Art & Environment.....	5
Cantors.....	6
Eucharistic Ministers.....	6
Funeral Mass Ministries.....	7
Funeral Vigil Prayer Service Leaders.....	7
Hospitality Ministers.....	8
Instrumentalists.....	8
Lectors.....	9
Vocation Cross.....	9
Youth Choir.....	10

Faith Formation:

Baptism Facilitator.....	11
Bible/Faith Formation Studies for Adults Facilitators.....	11
Catechist —Religious Education: PSR & Sunday School.....	12
Catechist Aide—Religious Education: PSR & Sunday School.....	12
Catechist Substitute—Religious Education: PSR & Sunday School.....	13
The Rite of Christian Initiation of Adults (RCIA) - Team.....	13
The Rite of Christian Initiation of Adults (RCIA) - Sponsors.....	14
The RCIA—Adapted for Children—Team.....	14
The RCIA—Adapted for Children—Sponsors.....	15
Witness to Love Mentor (Showcase) Couples.....	15

SAFE ENVIRONMENT PROGRAM

A safe environment protects our children from harm, including sexual abuse and child molestation. It allows them to feel confident and secure in the classroom, at church, and all parish sponsored programs and events.

At St. Paul Parish, we are committed to providing a safe environment for our children, and will relentlessly focus on that goal. Anyone who volunteers in **any capacity** at St. Paul Parish or School, is **required by the diocese** to complete a Safe Environment Training online session and background check.

SAFE ENVIRONMENT TRAINING ONLINE WORKSHOP

The Diocese of Springfield mandated that each parish make available and/or offer the “Safe Environment Training online” session to **ALL** parishioners to create and promote a safe environment for everyone. The policy of our diocese now **REQUIRES that ALL** persons (**Catholic and Non Catholic**) who seek to serve or volunteer in the church in any capacity **MUST** attend the “**Safe Environment Training online**” seminar and also have a **background check** taken by our diocese.

“See that you do not despise one of these little ones, for I say to you that their angels in heaven always look upon the face of my heavenly Father.”

Mt 18:10

ST. PAUL YOUTH MINISTRY (EDGE AND SPYO)

Contact: Carrie Albaugh

Phone: (618) 654-2339 x210 **Email:** chenrichalbaugh@stpaulhighland.org

Goals and Purpose: To inspire and invite young people to grow in the Catholic faith and learn how to put that faith into action as disciples of Christ.

Responsibilities: To share life, fun, and faith with other parish teens and, in doing so, support one another in our faith and in life-giving friendship.

Helpful Attributes: Positive attitude, desire to know and serve others (i.e. build community), desire to grow closer to the Lord. Open to high school aged youth of the parish.

Time Commitment: May vary.

Training Required: N/A. Safe Environment Training online **required for volunteers over 18.**

Meeting Schedule: 3 –4 times/month. Additional activities as scheduled.

“Remember your leaders who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith.”

Heb 13:7

SUMMER LUNCH BUNCH

Contact: Sharon Schmitz

Phone: 654-2339 x202 **Email:** sschmitz@stpaulhighland.org

Goals and Purpose: St. Paul is part of a community-wide ecumenical ministry that provides sack lunches to school-age children during the summer months. Our parish typically covers 4 days during June or July, providing a team of 7-8 “packers” who assemble lunches from 8:30-11, and 4 who “drive/deliver” lunches from 11-12:45.

Responsibilities: Volunteers may “pack” the lunches or “deliver,” and all those who deliver must be 16-years-old or older.

Time Commitment: Dates are determined in early May and volunteers are assigned per their availability.

Training Required: Safe Environment Training online **required.**

Meeting Schedule: N/A

Parish Life/Ministries:

- Adopted Parish in Haiti Committee.....16
- Bereavement—Consolation Ministry.....16
- Church Cleaning—”Martha’s Helpers”.....17
- Cursillo Renewal Movement.....17
- Eucharistic Adoration.....18
- Eucharistic Minister to Residential Care Facilities.....18
- Eucharistic Minister to Homebound-First Friday.....19
- Eucharistic Minister to Homebound Parishioners.....19
- Gardening Angels.....20
- Highland Knights of Columbus Council 1580.....20
- Highland Knights of Columbus Ladies Auxiliary.....21
- King’s House Retreats.....21
- Kirchenfest.....22
- Office Helpers.....22
- Plant Caretaker.....23
- Prayer Ministry.....23
- Pro Life Ministry.....24
- Scouting.....24
- Social Committee.....25
- St. Paul Outreach Ministry.....25
- SPYO Youth Ministry.....26
- Summer Lunch Bunch.....26
- Safe Environment Description.....27

Listing of St. Paul Parish Ministries & Organizations

**Thank you for your interest in being a parish volunteer!
Please note that every volunteer in a Catholic parish in the
Springfield Diocese MUST complete the
Safe Environment Training online program and also have a
background check taken by our diocese.
Contact Laurie Scott at lscott@stpaulhighland.org for
information to complete this free training.**

LITURGICAL/WORSHIP

ST PAUL CHURCH CHOIR

Contact: Andrea Henze

Phone: 618.973.8574 **Email:** andibug@gmail.com;
ahenze@stpaulhighland.org

Goals and Purpose: The choir enhances and supports the sung prayer of the assembly and adds to the dignity and beauty of the liturgy through its music.

Responsibilities: The adult choir sings at Sunday Masses (10:30 am) throughout the year. The choir also sings at the liturgies of Holy Week, Christmas and other special occasions.

Helpful Attributes: Sopranos, altos, tenors and basses of high school age through adult who enjoy singing at Mass in a choir setting. No prior choir experience needed, just a willingness to share your vocal talents!

Time Commitment: Rehearsals are held on Wednesdays at 7:30 pm from September through May. Attendance at a majority of the Masses where the choir is scheduled is appreciated. A schedule is sent via email at least bimonthly.

Training Required: Safe Environment Training online **required.**

“Bless the Lord, all you his hosts, his ministers who carry out his will.”

Psalms 103:21

SOCIAL COMMITTEE

Contact: Deb Keeven

Phone: (618) 973-5592

Email: dkeeven@gmail.com

Goals and Purpose: A ministry of hospitality and welcome for parish events such as: a parish-wide dinner, after a parish mission, welcome or farewell receptions for visitors or staff, monthly donuts and fellowship socials, etc.

Responsibilities: Helping to set up, serve, take down and clean up after a parish event. Possibly plan food, decorations, serve coffee and cookies, etc.

Helpful Attributes: Welcoming and friendly personality.

Time Commitment: As needed.

Training Required: Safe Environment Training online **required.**

Meeting Schedule: As needed.

“Therefore I commend mirth, because there is nothing good for man under the sun except eating and drinking and mirth: for this is the accompaniment of his toil during the limited days of the life which God gives him under the sun.”

Ecclesiastes 8:15

ST. PAUL OUTREACH MINISTRY

Phone: (573) 340-3763 (leave message)

Alternate phone: (618) 654-2339 (parish office)

Email: svdphighlandil@gmail.com

Goals and Purpose: The St. Paul Outreach Ministry serves families and individuals in need, particularly those in emergency or other difficult situations, providing funds to pay rent, utility bills, and/or other kinds of assistance as needed, including regular donations to the HACSM Food Pantry. Funds to support the work of this outreach ministry are gained through twice-yearly specific collections at St. Paul Church, along with parishioner donations in regular monthly envelope collections. In addition, private donations are an important source of funding. **To volunteer for this ministry, please call St. Paul Outreach at 573-340-3763.**

“For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me.”

Matthew 25:35-36

PRO LIFE MINISTRY

Contact: Rose Wascher

Phone: (847)-274-3916

E-mail: rwascher@att.net

Goals and Purpose: Promoting respect for ALL life from conception to natural death. Activities include prayer vigils at the Granite City abortion clinic, writing letters and e-mailing government officials and agencies, community education, and organizing/participating in the annual life chain.

Responsibilities: Commit time to participate in Pro Life activities.

Helpful Attributes: Respect for ALL life.

Time Commitment: As needed and able.

Training Required: Safe Environment Training online **required**.

Meeting Schedule: As needed.

**“Before I formed you in the womb I knew you, before you were born
I dedicated you, a prophet to the nations I appointed you.”**

Jer 2:5

SCOUTING

Contact: Dereck Driemeyer

Phone: (618) 558-8549

Email: dereckdriemeyer@gmail.com

Goals and Purpose: Scouting is a proven holistic way for a youngster to expand his or her horizons, talents and self-esteem.

Responsibilities: Attend meetings and activities.

Helpful Attributes: Boys can join the Cub Scout Pack—grades 1-5 (Tigers, Wolves, Bears, Webelos-2 yrs) or Boy Scouts—grades 6-12. Girls can join Girl Scouts—grades K-12 (Daisies, Brownies, Juniors, Cadettes, Seniors, Ambassadors)

Time Commitment: As scheduled.

Training Required: Leaders and volunteers must complete the Safe Environment Training online program.

Meeting Schedule: Meetings are held weekly with times set by the leaders.

**“Pray for us, for we are confident that we have a clear conscience, wishing
to act rightly in every aspect.”**

Hebrews 13:18

ALTAR SERVERS

Contact Person: Aaron Hopfinger

Phone: (618) 654-7525

Email: ahopfinger@stpaulhighland.org

Goals and Purpose: Altar servers minister at God’s altar by assisting the priest during Mass with reverence, dignity and love.

Responsibilities: Must fulfill scheduled commitments or be willing to find a substitute. Must be able to arrive at least 15 minutes prior to Mass. Appropriate dress is required.

Helpful Attributes: Girls and boys must be in the fifth grade or older.

Time Commitment: Girls and boys in the fifth grade and older serve at assigned school Masses, weekend Masses as preferred through Ministry Scheduler Pro (MSP), and additional Masses as requested or available. Adults serve at the 7:00 am morning Mass during the week and at funerals.

Training Required: All servers must attend an initial training session as scheduled. Boys and girls must also be willing to attend any extra meetings or practices for special liturgies or Masses. Safe Environment Training online **required** for adults over 18.

ART & ENVIRONMENT

Contact Person: Joan Wilkinson

Phone: (618) 541-7821

Email: joanwilkinson_55@yahoo.com

Contact Person: Jane Duft

Phone: ((618) 980-3895

Email: janeduft1@yahoo.com

Goals and Purpose: To enhance the church liturgies, making them more meaningful, through the use of liturgical decorations.

Responsibilities: Decorate the church for Advent/Christmas, Lent/Easter and any additional special services throughout the year.

Helpful Attributes: Any and all talents are welcome, from being a team leader to being part of the team.

Time Commitment: As needed to change the liturgical environment.

Training Required: Safe Environment Training online **required**.

Meeting Schedule: As needed.

CANTORS

Contact Person: Dineen Czar

Phone: 654-2339 x203 **Email:** dczar@stpaulhighland.org

Goals and Purpose: To serve as song leaders, facilitating the sung prayers of the gathered assembly at the celebration of the Mass.

Responsibilities: Should have or acquire knowledge of the role of music in worship, particularly regarding the ministry of cantor. Appropriate dress is required.

Helpful Attributes: Strong, articulate voice (preferably trained singing voice).

Time Commitment: As scheduled for Masses and rehearsals as necessary.

Training Required: Practice with Liturgical Music Coordinator. Safe Environment Training online **required**.

“That I may praise God’s name in song and glorify it with thanksgiving.”

Psalm 69:31

EUCCHARISTIC MINISTERS (Extraordinary Ministers of Holy Communion—EMHCs)

Contact Person: Deanna Harlan

Phone: 654-2339 x217 **Email:** धारलान@stpaulhighland.org

Goals and Purpose: A response to your Baptismal call to serve God’s people by assisting the priest in distribution of Holy Communion at all weekend Masses as scheduled based on your preferences and at the 7:00 am daily Mass during the week if available. A Eucharistic Minister shares the Bread of Life with others.

Responsibilities: Must fulfill monthly or daily assignments (as preferred through Ministry Scheduler Pro (MSP)) for distribution of Holy Communion or be willing to secure a substitute. Appropriate dress is required. Must be a practicing, fully initiated (Confirmed) Catholic.

Helpful Attributes: A strong commitment to Christ and the church as evidenced by a life lived in conformity with all that the church teaches.

Time Commitment: Typically scheduled monthly at their preferred Mass time, or daily Mass as scheduled.

Training Required: Eucharistic Minister Training session as scheduled. Safe Environment Training online **required**.

Meeting Schedule: Refresher training sessions as scheduled.

PLANT CARETAKER

Contact: Suzie Gallatin

Phone: (618) 791-0782 **Email:** jgalla10@gmail.com

Goals and Purpose: To care for plants in our church and parish center.

Responsibilities: Watering and occasional trimming.

Helpful Attributes: A green thumb is helpful but not required.

Time Commitment: Plants are watered weekly—volunteers are scheduled approximately once every three months.

Training Required: Safe Environment Training online **required**.

Meeting Schedule: N/A

“I made gardens and parks, and set out in them fruit trees of all sorts.”

Ecc 2:5

PRAYER MINISTRY

Email: prayerchain@stpaulhighland.org

Goals and Purpose: This is a ministry of intercessory prayer, with volunteers praying for those requesting prayers. Prayer chain volunteers are contacted via an e-mail message or a phone call (for ministry participants without e-mail), each time a prayer request is made at the parish.

Responsibilities: Faithfully praying for intentions.

Helpful Attributes: An understanding of and belief in the power of prayer.

Time Commitment: As needed.

Prayer Request (for those without e-mail) – only for those that DO NOT have access to e-mail. Prayer requests are communicated by phone. Please call the parish office at 654-2339 to submit the prayer request.

“...and if my people, upon whom my name has been pronounced, humble themselves and pray, and seek my presence and turn from their evil ways, I will hear them from heaven and pardon their sins and revive their land.”

2 Chr 7:14

KIRCHENFEST

Contact: Katrina Hodous, 2024 Chairperson

Phone: 618-581-8440 **Email:** Katrina@stpaulkirchenfest.com

Goals and Purpose: This is the parish's biggest fellowship opportunity and fundraiser of the year and involves the entire community. Great food, free top-tier entertainment, games, raffles, auction, flea market, Strassenlauf run/walk, Tour of Brats KirchenRide bicycling event, Polka Mass, chicken dinner, and more...all add up to fun and fellowship!

Responsibilities: Sign up! Help out! Have Fun!

Helpful Attributes: Willingness to share the Gospel of Jesus through fellowship and hard work in a fun atmosphere.

Time Commitment: Help with setup the week prior and/or in a stand at the event.

Training Required: Safe Environment Training online **required.**

Meeting Schedule: Annually—event is held the fourth weekend of August.

HELP IS ALWAYS NEEDED! PLEASE CONTACT A CHAIRPERSON TO SEE WHERE YOU ARE NEEDED!

OFFICE HELPERS/SUBSTITUTE SECRETARY

Contact: Jen Hilling, Parish Office

Phone: 654-2339 **Email:** jhilling@stpaulhighland.org

Goals and Purpose: To assist with occasional projects that need a concentrated effort such as: mailings, Kirchenfest kits, miscellaneous copying/ assembling.

Responsibilities: Vary depending on need.

Helpful Attributes: Willingness to help and follow directions.

Time Commitment: As needed. Volunteers are contacted by phone or email.

Training Required: Safe Environment Training online **required.**

Meeting Schedule: N/A

“...each looking out not for his own interests, but (also) everyone for those of others.”

Phil 2:4

FUNERAL MASS MINISTRIES

Contact Person: Sharon Schmitz OR **Contact Person:** Parish Office

Phone: 654-2339 x202 **Phone:** 654-2339

Email: sschmitz@stpaulhighland.org **Email:** jhilling@stpaulhighland.org

Goals and Purpose: Volunteer Lectors, Extraordinary Ministers of Holy Communion, Adult Servers, and Funeral Choir members are needed to facilitate and enhance the funeral liturgies.

Responsibilities: Perform ministry duties as required at funeral Mass.

Time Commitment: As needed. In the parish office, a list is kept of those ministers who are willing to be contacted when needed for a funeral liturgy.

Training Required: Safe Environment Training online **required. All funeral liturgical ministers are trained by currently ministers for funeral Masses.**

FUNERAL VIGIL PRAYER SERVICE LEADERS

Contact Person: Sharon Schmitz

Phone: 654-2339 x202 **Email:** sschmitz@stpaulhighland.org

Goals and Purpose: To be part of a team that offers a brief prayer service for the bereaved before visitation, on the evening before the funeral.

Responsibilities: Prayer fully read, practice and lead the Vigil for the Deceased from the *Order of Christian Funerals*.

Helpful Attributes: Compassionate, sensitive adult who is a caring presence. Ability to lead prayer in a strong and clear voice.

Time Commitment: As needed and varies depending on number of volunteers.

Training Required: Will accompany a trained vigil prayer service leader twice. Safe Environment Training online **required.**

“Fear not, I am with you; be not dismayed; I am your God. I will strengthen you, and help you, and uphold you with my right hand of justice.”

Isaiah 41:10

HOSPITALITY MINISTERS

Contact Person: Deanna Harlan

Phone: 654-2339 x217 **Email:** dharlan@stpaulhighland.org

Goals and Purpose: Be the face of Christ to all who come to worship in our church at weekend Masses and special liturgies. Welcome everyone to God's house and make them comfortable.

Responsibilities: Greet worshipers at the door, assist people with special needs, recruit gift bearers before Mass if no one in the pews has volunteered, take up the collection, direct the Communion procession, straighten the church after Mass, be aware of church environment and adjust as needed, and any special duties as directed by the priest. Appropriate dress is required. Must fulfill scheduled commitment or be willing to secure substitute.

Helpful Attributes: A "people person", willing to work as part of a team.

Time Commitment: As scheduled for preferred Mass time. May be requested to help at special Masses.

Training Required: Initial training session and any additional refresher sessions as scheduled. Safe Environment Training online **required**.

"The natives showed us extraordinary hospitality; they lit a fire and welcomed all of us because it had begun to rain and was cold."

Acts 28:2

INSTRUMENTALISTS

Contact Person: Dineen Czar

Phone: 654-2339 x203 **Email:** dczar@stpaulhighland.org

Goals and Purpose: Primary instrumentalists (organists/pianists/guitarists) and ancillary instrumentalists including wind, string, brass, and percussion instrumentalists enhance and support the sung prayer of the assembly and add to the dignity and beauty of the liturgy through music.

Responsibilities: Work with cantors and play at regularly scheduled weekend and Holy Day Masses. Appropriate dress is required.

Helpful Attributes: Familiarity or willingness to learn about the role of music in worship is essential.

Time Commitment: As scheduled for Masses and rehearsals, as necessary.

Training Required: Must be proficient in your instrument. Safe Environment Training online **required**.

HIGHLAND KNIGHTS OF COLUMBUS LADIES AUXILIARY

Contact: Patricia Noe

Phone: (618) 977-6791 **Email:** patriciamnoe@gmail.com

Goals and Purpose: The Ladies Auxiliary Highland Knights of Columbus No. 1580 is formed for the following objectives and purposes: 1) To promote sociability among members, 2) To assist in promoting the welfare of the Highland Knights of Columbus Council No. 1580, and 3) To promote some charitable activity each year.

Responsibilities: Participate in meetings and K of C Auxiliary sponsored events.

Helpful Attributes: Preferably a practicing Christian woman; desire to support the efforts of the Knights of Columbus and Ladies Auxiliary; 18 years of age or older.

Time Commitment: Meetings and volunteer opportunities.

Training Required: N/A

Meeting Schedule: First Tuesday of every month at 7:00 pm at the KC Hall.

KING'S HOUSE RETREATS

WOMEN'S RETREAT -

Contact: Monica Toennies

Phone: 618-977-1611 **Email:** mstoennies@gmail.com

MEN'S RETREAT -

Contact: Dave Jacober **OR** **Contact:** Bob Vance

Phone: 618-979-6954 **Phone:** 618 210-8711

Goals and Purpose: An opportunity to find the space needed to pause and reflect, allowing each person to go deeper into their relationship with God while savoring what is happening in their life. An opportunity to be touched by God's love. The retreats are located on the grounds of the National Shrine of Our Lady of the Snows in Belleville, IL.

Helpful Attributes: Openness for healing or life changes.

Time Commitment: Women of our parish make a weekend (Friday-Sunday) retreat in March and a weekday (Tuesday-Thursday) retreat in September. Men of our parish make a weekend retreat, typically in January.

Meeting Schedule: Retreat annually in Spring and/or Fall. Watch bulletin for information.

GARDENING ANGELS

Contact: Rita Gustin

Phone: (618) 406-2028 **Email:** rgustin@wisperhome.com

Goals and Purpose: To care for and maintain the plants, flowers and trees on the church and rectory grounds for a pleasing environment.

Responsibilities: Weeding, watering, planting.

Helpful Attributes: An affinity for working outside in the dirt. No “green thumb” needed!

Time Commitment: 1-2 hours per week as needed.

Training Required: On the job training. Safe Environment Training online **required**.

Meeting Schedule: As listed above.

“The Lord God then took the man and settled him in the garden of Eden, to cultivate and care for it.”

Genesis 2:15

HIGHLAND KNIGHTS OF COLUMBUS—COUNCIL 1580

Contact: Jacob Rose

Phone: **Email:** knights@highlandkc.org

Goals and Purpose: Fraternal organization dedicated to promoting their faith through outreach and service.

Responsibilities: Participate in meetings and K of C sponsored events.

Helpful Attributes: Must be a practicing Catholic man who is at least 18 years old.

Time Commitment: Meetings and volunteer opportunities.

Training Required: N/A

Meeting Schedule: Second Tuesday of every month at 7:30 pm at the KC Hall.

LECTORS

Contact Person: Deanna Harlan

Phone: 654-2339 x217 **Email:** dharlan@stpaulhighland.org

Goals and Purpose: Bring the power of the Word of God and love of scripture to others. “The word of God does not dwell in the communal reading but in the communal hearing.”

Responsibilities: Read, practice, prepare for oral reading at the ambo. Be able to practice and pronounce difficult words. At the ambo, read in a deliberate, slow, audible and clear voice so that the words on the page come alive for those listening. Appropriate dress is required. Must be practicing, fully initiated (Confirmed) Catholics.

Helpful Attributes: Enjoy, and/or be comfortable with, public speaking. Have a willingness to take the time to prepare to meet responsibilities.

Time Commitment: Preparation time before Mass. Once trained, you can choose to be the lector during the week or only on weekends at your preferred Mass or both.

Training Required: Attend Lector training session and read for Lector coordinator, attend additional refresher sessions as scheduled. Safe Environment Training online **required**.

VOCATION CROSS

Contact Person: Deanna Harlan

Phone: 654-2339 x217 **Email:** dharlan@stpaulhighland.org

Goals and Purpose: To pray for an increase in vocations to the religious life.

Responsibilities: **The vocation cross is located on a small table near St. Ann’s statue behind the last pew of the church.** The individual/family signs it out and promises to pray for an increase in vocations to the religious life as priests, brothers, sisters and deacons for a week; then returns the cross to the sign out table.

Time Commitment: Typically 1 week.

Training Required: None.

“I, the Lord, have called you for justice, I have grasped you by the hand; I formed you, and set you as a covenant for the people, a light for the nations, to open the eyes of the blind, to bring out prisoners from confinement, and from the dungeon, those who live in darkness.”

Isaiah 42:6-7

ST. PAUL CHURCH YOUTH CHOIR

Contact Person: Andrea Henze

Phone: 618.973.8574 **Email:** ahenze@stpaulhighland.org

Goals and Purpose: This choir enhances and supports the sung prayer of the assembly and adds to the dignity and beauty of the liturgy through the voices and instruments of our parish children and teens.

Responsibilities: This choir sings a few times a year at a Christmas Eve Mass, possibly an Easter Sunday Mass, and other special occasions.

Helpful Attributes: Singers and instrumentalists aged 3rd Grade through High School. Members should enjoy singing and/or playing instruments in a group setting. Note: Instruments especially encouraged to join are: flutes, violins, clarinets, keyboard, guitars, percussion. Others welcome as music allows.

Time Commitment: A rehearsal schedule is sent out via email once the masses are scheduled. Rehearsals are in the evening, and typically 2 are held for each mass to be prepared. A performance schedule will be sent via email, as well. High School students who are interested in participating but unable to attend practices should contact Andrea for alternate possibilities. ALL YOUTH OF THE PARISH ARE INVITED TO PARTICIPATE!

Training Required: Safe Environment Training online is **required for members aged 18 and older.**

EUCCHARISTIC MINISTER TO HOMEBOUND-FIRST FRIDAY

Contact: Sharon Schmitz

Phone: 654-2339 x202 **Email:** sschmitz@stpaulhighland.org

Goals and Purpose: To offer the Blessed Sacrament to homebound parishioners on First Fridays.

Responsibilities: To visit the homebound on assigned Friday.

Helpful Attributes: Compassionate adult who enjoys meeting new people and has a devotion to and reverence for sharing the Blessed Sacrament.

Time Commitment: As needed, depending on number of volunteers and number of homebound.

Training Required: New ministers are trained by experienced ministers. Safe Environment Training online **required.**

Meeting Schedule: N/A

EUCCHARISTIC MINISTER TO HOMEBOUND PARISHIONERS-WEEK DAYS AND/OR WEEKEND

Contact: Sharon Schmitz

Phone: 654-2339 x202 **Email:** sschmitz@stpaulhighland.org

Goals and Purpose: This special ministry is for those who wish to take the Word of God and the Body of Christ to those who are unable to be present with the worshipping community because of illness or age.

Responsibilities: Bring Communion to the homebound at a *mutually agreed upon time & day*. (Communion visits can be on any day during the week in addition to weekends).

Helpful Attributes: Compassion for the homebound. Understanding of the importance and reverence of this ministry.

Time Commitment: Once a week.

Training Required: New ministers are given training on the Rite of Communion to the Sick. Safe Environment Training online **required.**

Meeting Schedule: N/A

“Whoever eats my flesh and drinks my blood has eternal life, and I will raise him on the last day.”

John 6:54

EUCCHARISTIC ADORATION

Contact: Rose Wascher (Adoration at church)

Phone: (847)-274-3916 **E-mail:** rwascher@att.net

Contact: Lisa Engelke (Adoration at St. Joseph Hospital Chapel)

Phone: (618) 218-2048 **Email:** lisaengelke25@gmail.com

Goals and Purpose: To spend time with Jesus in prayer and adoration before the Blessed Sacrament.

Responsibilities: Fulfill scheduled commitment or find substitute (with help). Also, you can be a substitute to fill in for others who are on vacation, sick, etc. and can't keep their hour that week. They will call you to sub.

Helpful Attributes: Committed to prayer.

Time Commitment: 1 hour per month or more frequently if you desire.

Training Required: N/A

Meeting Schedule: No appointment necessary, drop-ins are always welcome! (optional) Memorial Mass once a year, usually in May, to celebrate the long life of Perpetual Adoration in St. Joseph Chapel and to remember the deceased Adoration members.

EUCCHARISTIC MINISTER TO RESIDENTIAL CARE FACILITIES

Contact: Sharon Schmitz

Phone: 654-2339 x202 **Email:** sschmitz@stpaulhighland.org

Goals and Purpose: To bring the presence of Jesus, in the Blessed Sacrament and in the Word, to the residents of independent, skilled-care and assisted living facilities.

Responsibilities: Prepare for service by reading the day's readings beforehand. Fulfill commitment completely and on time.

Helpful Attributes: Compassion for those confined by illness or age. Understanding of the importance and reverence of this ministry.

Time Commitment: Communion services are held weekly at Highland Home, Highland Health Care Center and Cedarhurst, with Mass celebrated monthly at Highland Health Care Center. Typically, Ministers are scheduled monthly. Holy Communion is brought to San Gabriel 2-3 times per month.

Training Required: New ministers are paired with experienced ministers and accompany them to services at least twice before going alone. Safe Environment Training online **required**.

Meeting Schedule: Refresher training as scheduled.

FAITH FORMATION

BAPTISM FACILITATOR

Contact Person: Deanna Harlan

Phone: 654-2339 x217 **Email:** dharlan@stpaulhighland.org

Goals and Purpose: Assist the priest and family on the day of baptism to insure a reverent and joyful celebration of the sacrament for the family and parish.

Responsibilities: Day of baptism preparations before Mass including reserving pews, baptism carts, welcoming and walk-through with family, and answering questions of priest. Cleanup and storing baptism materials after Mass.

Helpful Attributes: Talent for hospitality, ability to lead, able to give directions to both family and priest. A good understanding of the Liturgy and how the Rite of Baptism fits.

Time Commitment: Baptisms are celebrated the first full weekend of the month (except during Lent). Facilitators are asked and scheduled as needed and according to their availability.

Training Required: Scheduled as needed for new facilitators. Safe Environment Training online **required**.

FAITH FORMATION STUDIES FOR ADULTS - FACILITATORS

Contact Person: Deanna Harlan

Phone: 654-2339 x217 **Email:** dharlan@stpaulhighland.org

Goals and Purpose: Parish-wide faith studies in a group setting, focused on strengthening our understanding of our own Catholic faith and the Bible, empowering us to be evangelists and the hands and feet of Christ.

Time Commitment: Typically scheduled for Spring and Fall for a 6 to 8 week time frame, but can be scheduled based on facilitator availability. Groups meet for approximately 1 1/2 hours. Most studies require some at home reading and/or study. Studies are always discussed with facilitators and announced in the parish bulletin.

Special Note: Small groups can form on their own schedule and the parish may be able to support them with past studies and materials.

FACILITATORS NEEDED: We are always grateful for anyone willing to lead a parish faith study group either in their home or the parish center. This is a growing ministry in our parish and we can always use more help.

CATECHIST—RELIGIOUS EDUCATION: PSR & SUNDAY SCHOOL

Contact: Carrie Albaugh

Phone: 654-2339 X210 **Email:** chenrichsalbaugh@stpaulhighland.org

Goals and Purpose: To support and encourage parents as their children's first and primary catechist. Assist in passing on the teachings of Christ and His Church to students enrolled in the PSR program in such a way that encourages a living faith and a relationship with Christ.

Responsibilities: Preparing for and leading classroom instruction, discussion, and activities throughout the school calendar year.

Helpful Attributes: A desire to share living knowledge and love of one's faith life and the teachings of the Catholic Church with children and their families. **Must be 21 or older.**

Time Commitment: Up to 4 hours/week class and prep time.

Training Required: May vary. Safe Environment Training online required.

Meeting Schedule: Weekly based on class schedule.

CATECHIST AIDE—RELIGIOUS EDUCATION: PSR & SUNDAY SCHOOL

Contact: Carrie Albaugh

Phone: 654-2339 x 210 **Email:** chenrichsalbaugh@stpaulhighland.org

Goals and Purpose: To assist PSR classroom and program leader.

Responsibilities: To aid in classroom or in general operation of programs and functions with clerical tasks, door/hall monitoring, preparing supplies, etc.

Helpful Attributes: Willingness to give of one's time and work as a team-member. Love of children and being involved in their faith formation. Must be 16 or older.

Time Commitment: Up to 2 hours/week.

Training Required: Continued collaboration with regular catechists or program organizers. Safe Environment Training online **required for those over 18.**

Meeting Schedule: Weekly based on class schedule.

“No disciple is superior to the teacher; but when fully trained, every disciple will be like his teacher.”

Luke 6:40

CHURCH CLEANING— “MARTHA’S HELPERS”

Contact: Suzie Gallatin

Phone: (618) 791-0782

Email: jgalla10@gmail.com

Goals and Purpose: “Martha’s Helpers” take care of keeping God’s home clean.

Responsibilities: Dusting pews, window sills and side alters, cleaning the marble in the Sanctuary, cleaning the snuffers and incense containers in the sacristy, cleaning and filling the holy water bowls, straightening the prayer cards in pews/chairs, and removing the previous week's bulletins.

Helpful Attributes: N/A

Time Commitment: Church is cleaned weekly on Thursday or Friday. Volunteers are teams of three or four and are scheduled approximately once every 3 months.

Training Required: First time with coordinator. Safe Environment Training online **required.**

Meeting Schedule: N/A

“I will sprinkle clean water upon you to cleanse you from all your impurities, and from all your idols I will cleanse you.”

Ez 36:25

CURSILLO RENEWAL MOVEMENT

Contact: Paula Rehkemper

Phone: (618) 558-4615

Email: paulareh@gmail.com

Goals and Purpose: A three day experience, its aim is to concentrate on the Person and teachings of Jesus Christ. Those who attend are given a living understanding of basic Christian truths and a desire to serve the Church. Cursillo provides a means to continue the Christian formation that begins during the three day experience.

Helpful Attributes: Openness to a personal relationship with Christ.

Time Commitment: 3 full days and more after ward as desired.

Training Required: N/A

Meeting Schedule: Ongoing as desired. Watch bulletin for more information.

“Let us search and examine our ways, and return to the Lord.”

Lam 3:40

THE RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA) - SPONSOR

Contact: Deanna Harlan

Phone: 654-2339 x217 **Email:** dharlan@stpaulhighland.org

Goals and Purpose: Sponsor and mentor catechumens and candidates as they journey toward full communion in the Catholic Church.

Responsibilities: Be a trusted friend and guide to the parish, for someone being initiated into the Church. Help catechumen or candidate become part of the parish life by introducing him/her to other parishioners, inviting and accompanying him/her to parish events, weekly Mass and RCIA sessions, etc.

Helpful Attributes: Have a lived personal relationship with Christ and be willing to share that with the catechumen or candidate. Must be living the Catholic faith by following the Precepts of the Church, at a minimum. Comfortable speaking in small groups. Engaged in parish life.

Time Commitment: Attend all scheduled sessions with the candidate or catechumen. Additional accompaniment time as arranged.

Training Required: Safe Environment Training online **required.**

Meeting Schedule: Sundays, 8:30 till 11:00 am— monthly in Summer as scheduled, weekly typically September through Pentecost.

THE RCIA—ADAPTED FOR CHILDREN - TEAM

Contact: Deanna Harlan

Phone: 654-2339 x217 **Email:** dharlan@stpaulhighland.org

Goals and Purpose: Adults who wish to pass on the teachings of Christ and His Church and share their faith journey with the catechumens (unbaptized) and candidates (not fully initiated) children and/or teens—as they journey toward full communion in the Catholic Church.

Responsibilities: Lead or help to facilitate the session and discussion planned for that scheduled Sunday.

Helpful Attributes: Have a lived personal relationship with Christ and be willing to share that with the catechumens and candidates. Must be living the Catholic faith by following the Precepts of the Church, at a minimum. Comfortable speaking in small groups. Engaged in parish life.

Time Commitment: Team members are encouraged but not required to commit to every class but, depending on the number of team members, can choose which session(s) they would like to facilitate on a rotation basis.

Training Required: Safe Environment Training online **required.**

Meeting Schedule: Sundays, 8:30 till 11:00 am— monthly in Summer, weekly typically September through Pentecost.

THE RCIA—ADAPTED FOR CHILDREN - SPONSOR

Contact: Deanna Harlan

Phone: 654-2339 x217 **Email:** dharlan@stpaulhighland.org

Goals and Purpose: Sponsor and mentor catechumens and candidates as they journey toward full communion in the Catholic Church.

Responsibilities: Be a friend and trusted resource and guide to the parish, for someone being initiated into the Church. Help catechumen or candidate become part of the parish life by introducing him/her to other parishioners, inviting and accompanying him/her to parish events, accompanying him/her to weekly Mass, etc.

Helpful Attributes: Have a lived personal relationship with Christ and be willing to share that with the catechumen or candidate. Must be living the Catholic faith by following the Precepts of the Church, at a minimum.

Time Commitment: Attend all scheduled sessions with the candidate or catechumen. Additional accompaniment time as arranged.

Training Required: Safe Environment Training online **required.**

Meeting Schedule: Sundays, 8:30 till 11:00 am— monthly in Summer, weekly typically September through Pentecost.

WITNESS TO LOVE MENTOR (SHOWCASE) COUPLES

Contact Person: Deanna Harlan

Phone: 654-2339 x217 **Email:** dharlan@stpaulhighland.org

Goals and Purpose: Married Catholic couples who are actively living their faith as examples of God’s love and are willing to present specific material to engaged couples preparing for marriage. The material is prepared by the Witness to Love program, with the couples adding their own stories and information to enhance a point. These couples would be on “standby” for couples who need a mentor couple.

Responsibilities: Mentor couples journey alongside an engaged couple during the time of preparation and beyond the wedding day to assist in their growth and maturation as individuals, as a couple, and as they blossom into a family.

Helpful Attributes: Willingness to share your story of a loving , committed marriage being lived in union with and in service to God.

Time Commitment: One year and, hopefully, beyond.

Training Required: Safe Environment Training online **required.**

Meeting Schedule: initial meeting and then as programmed.