

# ST. BERNADETTE PARISH MINISTRY GUIDE

2006-2007

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We are all called to be Christian stewards of our God-given gifts of time and talent. In recognizing and utilizing these gifts, we fulfill God's plan for us. Imagine God's plan as a giant jigsaw puzzle—each of us are a unique piece; all of us are connected together as One Body through Christ. This Guide lists a variety of ways in which you can fulfill your role in "God's puzzle" and deepen your faith and relationship with Him. Please take some time to prayerfully reflect on these opportunities and ask yourself: "What return will I make to God this year by serving others in His name?"

Each adult member of your family, and youth in Grades 6-12, are invited to complete the *2006-2007 Ministry Response Form*. Two copies of the response form are included with this Guide. Additional copies are available in the gathering area and parish office, and can also be downloaded from the parish website ([www.stbweb.com](http://www.stbweb.com)).



When you have completed your response, please place the form in the offertory collection during Mass, or return it to the parish office. You may retain this Guide for reference throughout the coming year.

Thank you for your new and continued sharing of your spiritual gifts and for fulfilling your role in God's puzzle!

## ***A Stewardship Prayer***

O Lord, You alone are the source of every good gift and the mystery of each human life.  
Everything that we are and everything that we have is Your gift,  
and after having showered us with these blessings,  
You have given us into the keeping of Your Son.

We come to You with our faults and weaknesses, our talents and special gifts.  
Help us to use our gifts for Your honor and glory.  
Open our eyes and ears to the needs around us.

We are here because You have called us to bring others close to You.  
We humbly offer You the best we have.

In the Name and Spirit of Jesus,  
we commit ourselves to be good stewards of all that has been entrusted to us;  
to share our time, our talent, and our treasure  
as an outward sign of our faithfulness to You.

Grant us the wisdom to vision for the future of our parish.  
Help us to LIVE JESUS  
by serving our community through the unique talents You have given each of us.  
Fill our minds and hearts with the truth and love of Jesus  
that we may be bonded together as a family in a true community of faith.

Amen.

# PRAYER & WORSHIP MINISTRIES

## Prayer and Worship Committee

Contact: Kristen Vergiels (414) 324-2705

The Prayer and Worship Committee nourishes and gives direction to the liturgical aspect of parish life. The committee plans a variety of prayer experiences and liturgical celebrations that provide an opportunity for parishioners to deepen their faith.

🕒 The committee meets monthly on Committee Night<sup>1</sup>, with additional meetings before key Church seasons (Advent/Christmas, Lent/Easter).

👤 Open to youth Grades 9-12 and adults.

## Greeter

Contact: Dan Desaulniers (414) 358-4600 ext. 148

Greeters are ministers of hospitality who create a spirit of warmth and welcome that develops an atmosphere of celebration and peacefulness through liturgy.

🕒 Time commitment is 15 minutes before mass, about 2 masses per month.

👤 Open to adults, youth Grades 6-12, and children working with parents. A great ministry for families to do together!

## Usher

Contact: Bruno Cetmarowski (414) 354-6940

Ushers are ministers of hospitality who greet parishioners at weekend liturgies, distribute worship aids before mass, assist with the offertory collection during mass, and distribute bulletins after mass. Mentoring is provided.

🕒 Time commitment is flexible.

👤 Open to adults, youth Grades 9-12, and children working with a parent.

## Mass Server

Contact: Dan Desaulniers (414) 358-4600 ext. 148

Mass servers assist the priest at liturgy, carry in the cross, set the altar table, etc. Training is provided.

🕒 Time commitment is about 1 mass per month.

👤 Open to youth Grades 5-12 and adults.

## Instrumentalist

Contact: Dan Desaulniers (414) 358-4600 ext. 148

Instrumentalists use their gifts by playing musical instruments at liturgies.

🕒 Time commitment is flexible.

👤 Open to all ages, auditions required.

## Lector

Contact: Dan Desaulniers (414) 358-4600 ext. 148

Lectors proclaim the scripture and the Prayers of the Faithful at liturgies. Training for skilled proclamation and seasonal preparation is provided.

🕒 Time commitment is about 1 mass per month.

👤 Open to confirmed youth and adults, and those preparing for confirmation.

## Extraordinary (Eucharistic) Minister

Contact: Dan Desaulniers (414) 358-4600 ext. 148

Extraordinary (Eucharistic) Ministers communicate the Precious Body and Blood of Jesus during liturgy. Training is required.

🕒 Time commitment is about 1-2 masses per month.

👤 Open to confirmed youth and adults, and those preparing for confirmation.

## Church Environment

Contact: Jean Meyers (414) 353-5712

The Church Environment Team enhances our worship experience through the visual appearance of the church and gathering area. Volunteers help with setting up and taking down decorations, sewing banners, and with the tending of plants in the worship space.

🕒 Time commitment varies by project.

👤 Open to youth Grades 9-12, adults, and children working with parents.

## Worship Space Upkeep

Contact: Dan Desaulniers (414) 358-4600 ext. 148

Volunteers help with cleaning the church and gathering area, laundering server garments and purificators, votive candle upkeep, replenishing holy water, etc.

🕒 Time commitment is flexible.

👤 Open to youth Grades 9-12, adults, and children working with parents.

## Cantor

Contact: Dan Desaulniers (414) 358-4600 ext. 148

The cantor/song leader leads the music of the assembly and chants the psalms and litanies of the liturgy.

🕒 Time commitment includes monthly rehearsals and training, and about 1-2 masses per month as Cantor.

👤 Open to youth Grades 9-12 and adults, auditions required. Youth will train by shadowing an adult.

<sup>1</sup> Committee Night—see footnote on page 12.

## PRAYER & WORSHIP MINISTRIES

### Chorale

Contact: Dan Desaulniers (414) 358-4600 ext. 148

The Chorale enhances our worship experience and praises God through four-part singing of men and women. The ensemble leads the song of the assembly during any one liturgy each week, most frequently the 10:30 AM mass.

🕒 Time commitment includes weekly rehearsals on Thursday evenings, September through May, and masses when the Chorale is scheduled to sing. Short-term commitments will be considered.

👤 Open to youth Grades 9-12 and adults.

### Funeral Choir

Contact: Dan Desaulniers (414) 358-4600 ext. 148

The Funeral Choir leads music and sings at parish funerals.

🕒 Time commitment includes monthly rehearsals on the third Friday of the month, and singing at funeral masses.

👤 Open to adults.

### Kids Praise Choir

Contact: Dan Desaulniers (414) 358-4600 ext. 148

This ensemble enhances our worship experience and praises God through the voices of children. The Choir leads the song of the assembly during liturgies.

🕒 Time commitment includes weekly rehearsals after school hours, from 3:00-3:45 PM, September through May, and singing at liturgy on the second Saturday of the month.

👤 Open to youth Grades 3-8.

### ToneChime Choir

Contact: Dan Desaulniers (414) 358-4600 ext. 148

This ensemble enhances our worship experience through the playing of ToneChimes at liturgies.

🕒 Time commitment includes bi-monthly rehearsals on Sunday mornings, and playing at special liturgies on occasion.

👤 Open to youth and adults, auditions required.

## CHRISTIAN FORMATION MINISTRIES

### Christian Formation Committee

Contact: Donna Lipski (414) 353-5018

The role of the Christian Formation Committee is to develop within the parish an awareness of our responsibility for the Church's mission of spreading the Gospel. This committee is advisory to the educational administrators in the design, implementation, and evaluation of the total Christian educational/formational programs in the parish, including sacramental programs, adult and family ministry, youth ministry, day school ministry, and child ministry. We collaborate with other parishes in our tri-parish cluster.

🕒 The committee meets monthly on Committee Night<sup>1</sup>.

👤 Open to confirmed Catholic adults and youth.

### Vocations Committee

Contact: Sr. Carla Huebner (414) 371-9343

Under the direction of the Archdiocese and the Strategic Plan of St. Bernadette, St. Catherine, and Our Lady of Good Hope Parishes, this tri-parish committee will pray for vocations and actively work to promote priestly and religious vocations, as well as lay ministry training.

🕒 Time commitment is 1-2 meetings per semester.

👤 Open to youth Grades 9-12 and adults.

### Marriage Preparation Ministry

Contact: Fr. Larry Sepich (414) 358-4600 ext. 143

Engaged couples wanting to celebrate the Sacrament of Matrimony are a gift to the faith community. Married couples help to prepare engaged couples for the sacrament by administering the FOCCUS Pre-Marriage Inventory and discussing the results with the couple. As a couple, pass on your faith and share your reflections of your own years in marriage. Training is provided.

🕒 Time commitment varies.

👤 Open to married couples.

### RCIA

#### (Rite of Christian Initiation of Adults)

Contact: Barb Krieger at Our Lady of Good Hope  
(414) 352-1148 ext. 207

God calls people at various times and in various ways to consider the Catholic faith. The RCIA is the process by which new members are welcomed into the Roman Catholic Church. Become a member of the RCIA team or a sponsor for someone responding to God's call.

🕒 Time commitment varies.

👤 Open to confirmed Catholic adults.

<sup>1</sup> Committee Night—see footnote on page 12.

# CHRISTIAN FORMATION MINISTRIES

## Child Ministry Catechist

Contact: Joan Plumley (414) 358-4600 ext. 145

Teach and share the faith with children in Grades K-8. Adults who love children and are willing to share their love of God are encouraged to serve. A teaching background is helpful, but not necessary. Opportunities exist for the regular religious education classes which are held at Our Lady of Good Hope, as well as for Children's Liturgy of the Word services for children in grades K-5, which will take place during the 10:30 AM liturgy once a month beginning in December. Lesson plans and materials provided. Safe Environment Education<sup>2</sup> is required.

🕒 Classes are from 9:15-10:15 AM on Sunday mornings, September through April. A one-year commitment is expected, including teaching time, preparation, and meetings.

👤 Open to confirmed Catholic adults, age 21 and above.

## Catechist Aide

Contact: Joan Plumley (414) 358-4600 ext. 145

Assist a catechist with children during regular religious education classes or Children's Liturgy of the Word services. Safe Environment Education<sup>2</sup> is required for those age 18 and above.

🕒 Classes are from 9:15-10:15 AM on Sunday mornings, September through April. Children's Liturgy of the Word services last approximately 20-25 minutes.

👤 Open to youth Grades 9-12 and adults.

## Middle School Chaperone

Contact: Joan Plumley (414) 358-4600 ext. 145

Connect with middle school students as a chaperone for service projects in the community and social events such as dances. Safe Environment Education<sup>2</sup> is required.

🕒 Time commitment varies.

👤 Open to adults, age 21 and above.

## Scripture Study Facilitator's Assistant

Contact: Joan Plumley (414) 358-4600 ext. 145

Share your knowledge and love of Scripture with others during Advent, and possibly at other times. Speak about your faith conversion in relation to God's Word. Assist the facilitator with preparation, promotion, and study of Scripture.

🕒 Time commitment includes preparation time and attendance at the Scripture Study (Wednesday evenings during Advent).

👤 Open to adults.

## Youth Ministry Catechist

### Grades 9-10

Contact: George Butia (414) 358-4600 ext. 157

The high school years bring special and unique perspective to Christian Formation. Adults lead classes with youth, covering topics including: Catholic spirituality, scriptures, morality, service, social justice, and Catholic tradition. Teaching experience is not required. All lesson plans and materials are provided. Planning session and Safe Environment Education<sup>2</sup> are required.

🕒 Classes are from 6:15-7:45 PM on Monday evenings, October through April. A one-year commitment of class and preparation time is expected.

👤 Open to confirmed Catholic adults, age 21 and above.

## Youth Ministry Confirmation Catechist

Contact: George Butia (414) 358-4600 ext. 157

Confirmation preparation allows an opportunity for youth to complete their initiation into the Church. Youth and adults interact in large and small groups, discussing various components of our Catholic faith. Safe Environment Education<sup>2</sup>, leader meetings, and orientation are required.

🕒 Classes meet from 9:15-10:20 AM on the second and fourth Sundays of each month, October through April.

👤 Open to confirmed Catholic adults, age 21 and above.

## Youth Ministry Retreat (High School) Small Group Leader

Contact: George Butia (414) 358-4600 ext. 157

Come share your faith and let young people see faith in action. Help supervise and facilitate small group activities and discussions. Safe Environment Education<sup>2</sup> and preparation meeting are required.

🕒 Time commitment includes preparation meeting and retreat weekend.

👤 Open to adults, age 21 and above.

## Youth Ministry Retreat/Service Chaperone

Contact: George Butia (414) 358-4600 ext. 157

Adults help the young people make a connection to their faith, the life of the parish, and the community. Come share your time and talent at events for our youth. Planning session and Safe Environment Education<sup>2</sup> are required.

🕒 Time commitment varies.

👤 Open to adults, age 21 and above.

<sup>2</sup> Safe Environment Education—see footnote on page 12.

# OPERATIONAL SUPPORT MINISTRIES

## Facilities Committee

Contact: Madeline Zacharias (414) 358-4600

The Facilities Committee is responsible for the planning, operation, and supervision of the maintenance and improvements of all parish equipment, facilities, and property. The committee works with the parish maintenance staff and makes recommendations regarding projects for the parish facilities.

🕒 The committee meets monthly on Committee Night<sup>1</sup>, with additional meetings as needed.

👥 Open to youth Grades 9-12 and adults.

## Parish Maintenance and Cleaning

Contact: Dick Meyers (414) 358-4600 ext. 142

The maintenance staff covers most of the day-to-day upkeep and cleaning duties, but on occasion, additional volunteers are needed to help with various projects. Projects may include work in carpentry, electrical, painting, plumbing, general repairs, and/or cleaning/maintenance of the building and grounds.

🕒 Time commitment varies.

👥 Open to youth Grades 9-12 and adults.

## Outdoor Environment

Contact: Dorothy Brengosz (414) 353-4825

Volunteers assist with keeping the outdoor plants, grass, and grotto area looking attractive. If you like gardening and/or working outdoors, we welcome your help! We will teach you what you need to know.

🕒 Time commitment is flexible.

👥 Open to youth Grades 11-12, adults, and children working with parents. A great family ministry!

## Strategic Planning

Contacts: Tom Zemek (262) 532-0754;

Linda Nugent (414) 464-5898

St. Bernadette Parish, in collaboration with St. Catherine and Our Lady of Good Hope Parishes, has developed a long-range strategic plan to fulfill our common vision and goals as they relate to worship, word, service, and parish life. Volunteers are needed to serve as St. Bernadette representatives on tri-parish committees that are responsible for implementing various goals of the strategic plan.

🕒 Time commitment varies, but most of the committees meet 1-2 times per quarter.

👥 Open to youth Grade 12 and adults.

## Stewardship Committee

Contact: Tom Zemek (262) 532-0754

The Stewardship Committee is responsible for the education and development of stewardship within the parish. The committee encourages parishioners to appreciate their God-given gifts of time, talent, and treasure, and to freely share them in a spirit of true Christian charity. Activities include conducting the annual financial pledge drive and volunteer commitment, and the ministry fair.

🕒 The committee meets monthly on Committee Night<sup>1</sup>.

👥 Open to youth Grade 12 and adults.

## Finance Committee

Contact: Nick Chaconas (262) 253-1081

The Finance Committee makes recommendations to the Parish Council concerning all aspects of parish financial and budget matters: personnel, stewardship of resources, fundraising coordination, and maintenance of the parish facilities and properties. The committee works closely with and is supportive of the Parish Council, staff, and all other committees.

🕒 The committee meets monthly on Committee Night<sup>1</sup>, with additional meetings during budget time (March-April).

👥 Open to adults.

## Human Resources Committee

Contact: Sherry Moncher (414) 353-8011

The Human Resources Committee is involved in personnel matters that include: searching, screening, interviewing, and selection for job openings; position descriptions; employee performance review system; employee handbook; and development of safe environment policy.

🕒 The committee meets on an as-needed basis, usually about 1-2 hours every other month.

👥 Open to adults.

## General Volunteers

Contact: Theresa Moniot (414) 358-4600 ext. 155

Volunteers provide their time and talent on an as-needed basis in a variety of areas, such as:

Mailings	Telephoning
Typing	Desktop Publishing
Computer work	Sewing
Filing/organizing	Artwork/drawing
Office help	

🕒 Time commitment is flexible.

👥 Open to all ages.



<sup>1</sup> Committee Night—see footnote on page 12.

# PARISH HEALTH MINISTRIES

## Health Ministry Committee

*Contacts: Betty Lovinus (414) 358-4600 ext. 158; Kim Cannon (414) 365-3877*


Parish Health Ministry promotes the healing ministry of Jesus. In collaboration with the Parish Nurse, members of this ministry foster positive lifestyles through empowering people to care for the spiritual, physical, emotional, and psychosocial needs of themselves and others. Members need not be healthcare providers.


 Meetings are held monthly.  Open to adults, and youth Grades 6-12 for special events.

## Blood Pressure Screening Team

*Contacts: Betty Lovinus (414) 358-4600 ext. 158;  
Judy Pasko (414) 353-9769; Kim Cannon (414) 365-3877*

Nurses and others qualified to take blood pressures, as well as persons to perform clerical duties, are invited to be a part of this team.


 Blood Pressure screenings take place quarterly, after all masses.


 Open to adults.

## Ministers to the Sick and Homebound

*Contact: Betty Lovinus (414) 358-4600 ext. 158*

Ministers of Care bring the gift of presence, prayer, and Holy Communion to those at home or in healthcare institutions. Ongoing training and formation are provided.

 Time commitment is flexible. Visits vary from weekly to monthly, depending on individual circumstances.


 Open to adults.

# OUTREACH MINISTRIES

## Human Concerns Committee

*Contact: Sue Morgan (414) 353-5543*

The Human Concerns Committee discerns the needs of people in the parish and the wider community, especially the poor, and identifies resources to meet those needs by enlisting active cooperation of parish members. The committee coordinates and supports various activities of service, advocacy, and justice education. Interest or awareness of local, national, and international issues is helpful. The committee also discerns where to disburse the outreach funds of the parish.


 The committee meets monthly on Committee Night<sup>1</sup>.


 Open to youth Grade 12 and adults.

## Social Justice Team

*Contact: Sue Morgan (414) 353-5543*

St. Bernadette, St. Catherine, and Our Lady of Good Hope Parishes are in the process of forming a Tri-Parish Social Justice Team. The team will identify issues relating to service, advocacy, justice, and empowerment; will assist in educating parishioners about these issues; and will encourage parishioners to take appropriate Christian action.


 Time commitment is 1-2 meetings per year.


 Open to youth Grades 6-12, adults, and families.

## Elizabeth Ministry

*Contacts: Betty Lovinus (414) 358-4600 ext. 158;  
Peggy Leonhardt (414) 358-0157*

Elizabeth Ministry is an outreach ministry to women during the special times of their lives. The purpose of this ministry is to affirm, support, encourage, and assist women and their families as they respond to the joys and challenges of family life. Orientation sessions are held periodically.


 Time commitment is flexible. Gatherings of Elizabeth Ministers are held twice a year.

 Open to women of all ages.

## Bereavement Ministry

*Contact: Helen Draney (262) 251-8683*

The Bereavement Ministry provides hospitality for funerals held at St. Bernadette and hosts the reception after the All Souls Day mass. Volunteers are needed to set up the reception hall, serve, and clean up. Help is also needed with making phone calls to coordinate bereavement/funeral efforts. The Bereavement Ministry utilizes the "Hospitality Bakers" to provide baked goods and refreshments.

 Time commitment varies and is on an as-needed basis.

 Open to youth Grades 6-12 and adults.

<sup>1</sup> Committee Night—see footnote on page 12.

## Meal Preparation

Contact: Sue Riedijk (414) 760-8891

At different times, due to a variety of circumstances, parish or school families need help with meals. Volunteers cook and deliver meals to another family.

⌚ Time commitment is flexible.

👤 Open to adults.

## St. Vincent Meal Program

Contact: Dawn Truitt (262) 253-0380

A complete meal is prepared at St. Bernadette and taken to the meal program site on 3<sup>rd</sup> and Center Street. Volunteers carpool from church to take the meal, serve, and clean up. Help is needed for serving the meal and cleaning up, as well as for baking desserts. Financial donations to the meal program are also appreciated.

⌚ A one-year time commitment, or three meals a year, is expected. For each meal, the group leaves from St. Bernadette at 4:45 PM and returns at 6:45 PM.

👤 Open to youth Grades 9-12 and adults.

## Sleeping Bags for the Homeless

Contact: Dawn Truitt (262) 253-0380

This ministry involves making sleeping bags from donated materials to help the homeless who sleep on the streets of downtown Milwaukee. The Repairers of the Breach, a daytime homeless shelter, distributes the bags once they are sewn. Volunteers can be experienced sewers or inexperienced hands to tie knots. Donations of corduroy, wool, or double knit fabrics are also appreciated.

⌚ Time commitment is flexible—come when you can. The group meets twice in fall and twice in spring, for 2 hours at a time. Notice of meetings is placed in the bulletin.

👤 Open to youth Grades 6-12 and adults.



## Guest House

### Homeless Shelter

Contact: Dawn Truitt (262) 253-0380

Volunteers work in pairs in the Guest House dispensary to pass out toiletries and clothing to the homeless men staying there. Donated items are collected from parishioners in summer and at Christmas to supply the dispensary.

⌚ Two volunteers from the parish work one Sunday evening a month, for three hours at a time. Each volunteer works about two times a year.

👤 Open to adults.

## St. Vincent de Paul Society

Contact: Rosemary Storts (262) 782-8703

St. Vincent de Paul Society is an international Catholic lay organization with a spirit of justice and charity that seeks to help those who are suffering physically or spiritually. St. Vincent de Paul members, “Vincentians,” conduct home visits to assess the needs of the less fortunate in the neighborhoods surrounding our parish. They also maintain the food pantry; conduct the Christmas “sharing” tree; and distribute the food, furniture, and appliances donated by parishioners.

⌚ Members must attend meetings regularly. Home visits are arranged upon availability of the Vincentian and the person in need.

👤 Open to adults.

## Knights of Columbus

Contact: Bruno Cetnarowski (414) 354-6940

The Knights of Columbus is the largest Catholic lay organization in the world! The organization assists those in need; raises funds for charity; and promotes faith, family, and fraternity among the parish family.

⌚ Time commitment varies.

👤 Open to adult men.

## St. Joseph Benevolent Society

Contact: Bob Radtke (414) 353-7743

St. Joseph Benevolent Society is a fraternal organization, founded in 1863, to promote Catholic action, aid members in sickness and death, and honor St. Joseph.

⌚ Time commitment varies.

👤 Open to adult men.

# COMMUNITY-BUILDING MINISTRIES

## Evangelization/Community-Building

Contact: Tom Zemek (262) 532-0754

We are all evangelizers! We all can grow in our faith and commitment to Jesus Christ, and share our faith with others, inviting them into our community. Under the direction of the Archdiocese and Tri-Parish Strategic Plan, St. Bernadette, St. Catherine, and Our Lady of Good Hope Parishes will collaborate in developing programs that provide outreach to the community, welcome back inactive Catholics, and help all ministries of our parishes become more effective in building community.

🕒 Time commitment is 1-2 meetings per quarter.

👤 Open to youth Grades 9-12 and adults.

## Membership Committee

Contact: Linda Nugent (414) 464-5898

The Membership Committee coordinates activities to register and welcome new members, and to affirm existing members. Activities include scheduling of the Membership Registrars; producing the welcome packets given to new members; taking new member photos after mass; hosting receptions for new members and the newly confirmed; and sending greeting cards to those on the prayer intention list and those celebrating weddings, baptisms, and 50<sup>th</sup> wedding anniversaries.

🕒 The committee meets monthly on Committee Night<sup>1</sup>.

👤 Open to youth Grade 12 and adults.

## Membership Registrars

Contact: Linda Nugent (414) 464-5898

Membership Registrars are responsible for registering and welcoming new members.

🕒 New member registration is held the 4<sup>th</sup> weekend of every month. Time commitment is flexible, but registrar volunteers are generally scheduled to register new members after 4-6 masses per year.

👤 Open to youth Grade 12 and adults.

## Continental Breakfast Volunteer

Contact: Alice Manthey (414) 353-1785

Continental Breakfast provides hospitality and a time for parishioners and visitors to meet and socialize. Volunteers are needed to help with setup, baking, serving, and cleanup.

🕒 Continental Breakfasts are held one Sunday morning per month, September through May, usually the 4<sup>th</sup> Sunday.

👤 Open to youth Grades 6-12, adults, and children working with parents.

## Hospitality Bakers

Contact: Helen Draney (262) 251-8683

St. Bernadette provides hospitality at a variety of events. Volunteers are needed to bake or provide refreshment trays for these events. Events include funerals and parish celebrations.

🕒 Time commitment is flexible and is on an as-needed basis.

👤 Open to all ages.

## Fish Fry Volunteer

Contacts: Nick Chaconas (262) 253-1081;

Dan Lutz (414) 354-6512

Established in the early 1960s, our Fish Fry is St. Bernadette's longest, continuous fund-raising event. This longevity serves as a tribute to past and present volunteers who have given their time over the years to make this possible. Volunteers are needed to help cook and serve, as well as for setup and cleanup.

🕒 Fish Frys are usually held on the 3<sup>rd</sup> Friday of the month from September through May, every other Friday during Lent, and the Friday of the Parish Festival in June.

👤 Open to youth Grades 5-12 and adults.



## Northwest Catholic Connection Newsletter Staff

Contact: Tom Zemek (262) 532-0754

The *Northwest Catholic Connection* is the newsletter for our tri-parish community. Newsletter staff members are needed to help with a variety of tasks, such as writing, reporting, editing, proofreading, layout, administration, etc.

🕒 Time commitment is flexible and varies by activity.

👤 Open to youth Grades 9-12 and adults.

<sup>1</sup> Committee Night—see footnote on page 12.

# COMMUNITY-BUILDING MINISTRIES

## Parish Festival Planning Committee

Contact: Kim & Donna Holzberger (414) 358-0404

The Parish Festival Committee is responsible for the planning of the annual parish festival. Each committee member is responsible for a particular area of the festival for which they will plan, schedule workers, set up, supervise, and tear down. Some of these activities are done in collaboration with other members of the committee. Opportunities to co-plan an area of the festival with another and/or to receive training by shadowing current committee members may be available.

🕒 The committee meets once a month from February through June. The festival is held in June on the weekend after Father's Day.

👤 Open to adults.

## Holiday Craft Fair/Bazaar Planning Committee

Contact: Sandy Brown (414) 353-2385

This committee is responsible for the planning of the annual Holiday Fair. Each committee member is responsible for a particular area of the fair for which they will plan, schedule workers, set up, supervise, and clean up. Some of these activities are done in collaboration with other members of the committee. Opportunities to co-plan an area of the fair with another and/or to receive training by shadowing current committee members may be available.

🕒 Time commitment varies for each area. The Holiday Fair is held the second weekend of November.

👤 Open to adults.

## Parish Rummage Sale Planning Committee

Contact: Sandy Brown (414) 353-2385

This committee is responsible for the planning of the annual Parish Rummage Sale. Each committee member is responsible for a particular area of the event for which they will plan, schedule workers, set up, supervise, and clean up. Opportunities to co-plan an area of the rummage sale with another and/or to receive training by shadowing current committee members may be available.

🕒 Time commitment varies for each area. The Parish Rummage Sale is usually held the first Saturday of March.

👤 Open to adults.

## Parish Festival Volunteer

Contact: Kim & Donna Holzberger (414) 358-0404

It takes many people to conduct a vibrant, fun, exciting, and successful parish festival. The festival offers volunteer opportunities for people of all ages in a variety of areas, from setup to tear-down to manning a booth; taking money/making change, cooking food, filling orders, working in a game booth, selling pull tabs or raffle tickets, and more!

🕒 The festival is held in June on the weekend after Father's Day. Volunteer sign-up begins several weekends before the festival and is available in the parish lobby.

👤 Open to all ages. A great opportunity for families and friends to work together!

## Holiday Craft Fair/Bazaar Volunteer

Contact: Sandy Brown (414) 353-2385

The Holiday Fair is a time to fill our parish hall with a joyful Christmas and gift-giving spirit! Along with creative exhibitors who purchase tables to sell a variety of items, the parish holds a fair with food, bakery, games, raffles, and more! Like the summer festival, many volunteers are needed to make the Holiday Fair a success. Help is needed with setup/cleanup, working game or raffle booths, cooking and serving food, selling bakery or beverages, and more!

🕒 The Holiday Fair is held the second weekend of November. Volunteer sign-up begins several weekends before the fair and is available in the gathering area.

👤 Open to all ages. A great opportunity for families and friends to work together!

## Parish Rummage Sale Volunteer

Contact: Sandy Brown (414) 353-2385

The annual Parish Rummage Sale is a great fundraiser for our parish. Some of the tables are reserved for selling items donated by parishioners. We also have food, bakery, and beverage booths. To make the event possible, volunteers are needed to work in each of these areas.

🕒 The Parish Rummage Sale is usually held the first Saturday of March. Shifts for various areas and times are available.

👤 Open to all ages. A great opportunity for families and friends to work together!

# ST. BERNADETTE PARISH SCHOOL

## School Advisory Committee

Contact: Dale Mejaki (414) 353-5509

The School Advisory Committee is made up of school parents, who are elected by the school families, and various other parish members who are appointed. The committee provides advisory input on the policies and procedures affecting the day school and its future direction. Its major functions include school planning, policy-making, financing, public relations, and evaluation.

🕒 The committee meets monthly on Committee Night<sup>1</sup>, with additional meetings as needed.

👤 Members are elected or appointed, but interested individuals will be considered as candidates for the open positions.

## Home and School Association

Contact: Mickey Klein (414) 453-7468

The Home and School Association encourages and facilitates support of teachers and students, and coordinates fundraising and various school programs. Official membership is limited to those with children in our day school. Volunteers without children in our day school are still welcome to participate in the fundraising activities of the association.

🕒 The association meets nearly every third Thursday, September through May.

👤 Membership is limited to parents/guardians of school children.

## School Marketing and Development

Contact: Dale Mejaki (414) 353-5509

Volunteers help with a variety of ongoing projects that relate to the needs of our day school. The activities foster effective communication between the school, its parents, the parishioners, and the public. Volunteers assist with the layout and content of the website, and any newsletters or flyers issued by the school. Other activities include designing marketing materials, hosting school tours, serving as host families at orientation for new families, grant writing, fundraising, etc. A great way to help our school maintain its course for a bright future!

🕒 Time commitment is flexible.

👤 Open to adults.

## Classroom Volunteer

Contact: Mary Lorusso (414) 358-4603 ext. 111

Our teachers are grateful to those willing to assist with classroom projects, prepare class materials, and/or provide support during classroom events where holiday treats or food will be served. Safe Environment Education<sup>2</sup> is required.

🕒 Time commitment varies.

👤 Open to adults.

## Tutoring

Contact: Mary Lorusso (414) 358-4603 ext. 111

Volunteers help tutor our students. Safe Environment Education<sup>2</sup> is required.

🕒 Time commitment varies.

👤 Open to youth Grades 9-12 and adults.

## Alumni Association

Contact: Mary Lorusso (414) 358-4603 ext. 111

The St. Bernadette Alumni Association celebrates and recognizes the generations of students that have attended our day school. The association fosters and cultivates our relationship with the former students. Responsibilities include maintaining the alumni rolls and planning/assisting with various alumni functions, such as the alumni brunch and welcoming alumni at the Parish Festival. Non-alumni volunteers are also welcome to participate in the association's activities.

🕒 Time commitment is flexible.

👤 Open to youth Grades 9-12 and adults.

## Playground Supervisor

Contact: Mary Lorusso (414) 358-4603 ext. 111

Just a few minutes out of your day can make a big difference in the safety of our school children. Volunteers are needed to supervise our school playground before school, during recesses, and after school. Safe Environment Education<sup>2</sup> is required.

🕒 Time commitment is somewhat flexible.

👤 Open to adults.

## Day School Kitchen Volunteer

Contact: Barb Mejaki (414) 358-4603 ext. 135

St. Bernadette School offers breakfast and lunch to our students. Volunteers are needed to assist in meal preparation, service, and cleanup. Safe Environment Education<sup>2</sup> is required.

🕒 Time commitment is flexible.

👤 Open to adults.

<sup>1</sup> Committee Night—see footnote on page 12.

<sup>2</sup> Safe Environment Education—see footnote on page 12.

# ST. BERNADETTE PARISH SCHOOL

## Bingo Volunteer

Contacts: Cara Meyer (414) 358-0123;  
Donna Summ (414) 353-7852

Bingo is held at St. Bernadette every Sunday evening. All bingo sessions are run by the Home & School Association. Volunteers are needed to board call; sell Bingo cards, raffle tickets, and pull tabs; serve refreshments; and supervise the running of Bingo. Each Bingo session requires 10-15 people to run a successful evening.

🕒 Bingo workers are needed from approximately 5:00 PM to 9:30 PM. Time commitment is one Sunday evening per month, or as often as a volunteer is able to commit.

👤 Open to adults.



## Market Day Volunteer

Contact: Nancy Hetchler (414) 353-3285

Market Day is a fundraiser that allows parishioners and school families to purchase food, with part of the proceeds going to the school. Volunteers assist with placing orders, marketing the products, and conduct the monthly pick-up on the third Wednesday of each month.

🕒 Time commitment is somewhat flexible.

👤 Open to youth Grades 7-12, adults, and children working with parents.

## Ham and Roll Sale

Contact: Mary Kucharski (414) 527-3445

The Ham and Roll Sale is a Home & School fundraiser in which ham, rolls, and bakery are sold after weekend masses. Volunteers are needed to help with baking and/or selling of the ham and rolls. Help is also needed with making phone calls to organize baking projects/volunteers. Donations of baked goods can also be dropped off before mass.

🕒 Ham and Roll Sales are usually held the 1<sup>st</sup> and 3<sup>rd</sup> weekends of every month.

👤 Open to youth Grades 7-12, adults, and children working with parents.

## Career Day

Contact: Sterling Biggers (414) 358-4603 ext. 117

Career Day is an annual event that introduces students to careers in a variety of fields. Volunteers may choose to share their own experiences and background with the students, or they may help in securing other speakers for this event.

🕒 Time commitment varies.

👤 Open to adults.

## Northwest Catholic Youth Chorus Supervisor

Contact: Sterling Biggers (414) 358-4603 ext. 117

The Northwest Catholic Youth Chorus is made up of students in Grades 6-8. Students from St. Bernadette, St. Catherine, and Our Lady of Good Hope are invited to participate. The Chorus performs at venues in the local community. A Youth Chorus supervisor is responsible for assisting with bookkeeping, setting up performances, arranging transportation, etc. Safe Environment Education<sup>2</sup> is required.

🕒 Time commitment is flexible.

👤 Open to adults.

## Kids' Choir Supervisor

Contact: Sterling Biggers (414) 358-4603 ext. 117

The Kids' Choir is made up of students in Grades 3-5. A Kids' Choir supervisor is responsible for assisting with bookkeeping, setting up performances, arranging transportation, etc. Safe Environment Education<sup>2</sup> is required.

🕒 Time commitment is flexible.

👤 Open to adults.

## School Play

Contact: Mary Lorusso (414) 358-4603 ext. 111

For over 30 years, St. Bernadette School has put on a spectacular annual musical, directed by Mary Lorusso. More recently, the other tri-parish schools have also taken part in this activity. Volunteers help on stage crew, set up and take down the stage, and perform in the orchestra, as well as help with the dinner show, costumes, props, choreography, ticket sales, ushering, and marketing.

🕒 Time commitment varies.

👤 Open to all ages; certain activities may have age restrictions.


<sup>2</sup> Safe Environment Education—see footnote on page 12.


# YOUTH ORGANIZATIONS

## Boy Scouts

Contact: Mark Wegman (414) 353-5192

Boy Scouts is a national organization for boys ages 11-18. The objectives of Boy Scouts are to develop character, citizenship, and personal fitness. Currently, we do not have an active troop at St. Bernadette—a Scout Master, Assistant Scout Master, and committee members are needed to make this viable. Training through Milwaukee County Council is required and provided at no charge.


 Time commitment varies.


 Open to adults.

## Cub Scouts

Contact: Aaron Teppes (414) 760-3629

Cub Scouts is a program for boys Grades 1-5. Cub Scouts do fun things with other kids. They play sports, build things, learn about wildlife, and do other cool stuff. Adult volunteers are needed in a variety of Cub Scout programs. Training through Milwaukee County Council is required and provided at no charge.


 St. Bernadette Pack 721 meets monthly; Den meetings are weekly.


 Open to adults.

## 4-H Club

Contacts: Diana Garhart (414) 353-4229;  
Linda Braun (414) 358-2180

4-H Club is a community of young people across America who are learning leadership, citizenship, and life skills. Adult volunteers are needed to be project leaders and/or to assist with a variety of 4-H activities. Safe Environment Education<sup>2</sup> is required.


 Time commitment varies.


 Open to adults.

## Girl Scouts

Contact: Angie Wegman (414) 353-5192

Girl Scouts is the world's largest organization dedicated to helping girls everywhere build character and gain skills for success in the real world. In an accepting and nurturing environment, and in partnership with adult volunteers, girls develop strong values, leadership skills, social conscience, and conviction about their own potential and self-worth that will serve them all their lives. Troop leaders are needed for each grade level in order for the program to be a success. Adult volunteers can also help with a variety of Girl Scout programs. Safe Environment Education<sup>2</sup> is required. Leader training is provided through the Girl Scout Council at no charge.

 Time commitment is somewhat flexible. Troops meet 1-2 times per month, with additional meetings on occasion.


 Open to adults.

## Northwest Catholic Athletic Association

Contact: John Siebenlist (414) 351-4872

The Northwest Catholic Athletic Association is a tri-parish athletic program of St. Bernadette, St. Catherine, and Our Lady of Good Hope Parishes. The program promotes the growth and development of Catholic moral principles and offers activities through which many physical, intellectual, emotional, and social needs of children are satisfied. Volunteers are needed as head or assistant coaches for a variety of sports, as well as board members, sport coordinators, and workers for concession stands. Safe Environment Education<sup>2</sup> is required for adults working with youth.

 Time commitment varies.

 Open to all ages; certain activities may have age restrictions.

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### FOOTNOTES

<sup>1</sup> **Committee Night:** Committee Night is a monthly gathering when all parish committees are invited to meet during the same time. Committee members are invited to gather for hospitality and refreshments at 6:45 PM. The evening officially begins at 7:00 PM and consists of prayer, updates from Parish Council, and separate committee meetings. The evening closes around 8:30 PM with sharing/updates from each committee. Committee Nights are held once a month September through November and January through May, usually on the 2<sup>nd</sup> Monday of the month.

<sup>2</sup> **Safe Environment Education:** "Safeguarding All of God's Family" is a program conducted by the Archdiocese to ensure a safe environment for our youth. The program is required for all adult volunteers age 18 and above that "interact regularly with minors." This includes volunteers that work with children more than once a semester, or a few times each year. All paid staff and volunteers are required to attend a Safe Environment Education session, and to continue their education by reading a quarterly "Safeguarding All of God's Family" newsletter (available via e-mail, online, or in the parish office).