



ST. KILIAN PARISH MINISTRY AND COMMITTEE GUIDE

To pray, love, and serve, together in Christ.

Updated April 2019

St. Kilian Parish Ministry and Committee Guide

Safeguarding All God's Family (SAGF)

The Archdiocese of Milwaukee mandates that all people who work and volunteer with children, youth, and the vulnerable in our parishes and schools undergo Safe Environment Education.

This includes: school parents, youth group volunteers, catechists and aides, Girl Scouts/Boy Scouts volunteers, all church & school employees, substitute teachers, coaches, Forensics volunteers, Robotics volunteers, playground volunteers, concession stand volunteers, room parents, grandparent volunteers, and any other area that involves children, youth, or the vulnerable.

Ministries and/or committees may be marked as SAGF required or recommended.

For more information on Safeguarding All God's Family, go to

<https://www.archmil.org/offices/safeguarding.htm>

or contact Dennis Vlasak, 262.673.4831 x406, dre@stkiliancong.org

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Parish and School Activities

Craft Fair

The annual "It's a Spring Thing" Craft Fair is a fundraising event which supports the St. Kilian Home & School Committee. This one-day event features handcrafted items made by area artisans. We also offer a delicious lunch of hot sandwiches and homemade desserts. Committee members meet 2-3 times per year to plan and review the event. There is also event set-up the Friday prior and then the day of the show.

Jaime Newman 920.210.3075
skscraftfair@gmail.com

Rummage Sale

The annual St. Kilian Parish rummage sale has been a tradition for many years and takes place each August. Parishioners generously donate new or gently used items that they no longer need from spring to early August. Volunteers are needed to collect, tag, display, organize, and diligently work to sell the thousands of items that are donated at the sale. Proceeds from the rummage sale are used to support St. Kilian and our parish's mission.

Delores and Allan Rettler 262.673.2617
Kurt Indermuehl 262.388.8011

Fish Fry

Sponsored by St. Kilian Home and School Association, 3 fish fries are held each school year in fall, on Ash Wednesday and in spring. Our mission is to bring the school and parish communities together to provide a community event in which all are welcome! We provide the community with eat in/carryout/drive-thru dining options, service hours to our students, fundraise for our school and offer a welcoming environment for the school families and parish members to volunteer their time. Shifts are approximately 4 hours the night before and day of event.

School Office 262.673.3081 x117

SAGF Recommended

School Garden

The school garden exposes students in all grades to life sciences in a practical application of knowledge learned in the science class. Students & teachers are involved in planning and planting the garden in the springtime. In the fall, we all revisit the garden to observe changes, and to harvest. As is practical, the harvest is used or donated to the local food pantry. Time commitment is generally two hours weekly, depending on the needs of the garden. Planning is an hour or so. Garden prep in the spring is definitely a few hours, depending on the weather. Weeding, watering, and general maintenance is usually a few hours each week through the summer months. Once school starts, one hour per week for watering, weeding, harvesting.

David Vandermeuse 262.673.3081 x303
99vandermeused@stkiliancong.org

SAGF Recommended

FunFest

Funfest promotes St. Kilian School within the Hartford community and to fund-raise for the upcoming school year. We hold a three-day festival on the grounds of the Hartford Town Hall, providing entertainment, food, and drink for those in attendance. Depending on what aspect of Funfest you would like to work with, the time commitment is a minimum of 3 hours.

Lynda Doll lyndoll2@gmail.com
Jenny Trimberger 262.673.3081 x116
trimbergerj@stkiliancong.org

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Parish Committees

Building and Grounds

This committee serves St. Kilian Parish and School by annually creating a five-year capital improvement plan, identifying and initiating large facility repairs, and completing small projects as. Meetings are held 1-4 times per year and some additional time may be needed for special projects.

Dan Leischer 262.673.4831 x305
maintenance@stkiliancong.org

Finance Council

This council is an advisory body that guides the Pastor in administering parish assets. The Council monitors the parish's financial condition, sets budgets, approves larger expenditures, and communicates the parish's financial health to parishioners.

Roger Thimm roger@wondraconstruction.com

Human Concerns

This committee promotes opportunities to carry out Works of Mercy in our parish, nation, and world. Major activities include the fall soup sale, winter clothing collection, pack-a-lunch for the homeless, "Souper" Bowl soup collection for the food pantry, annual Baby Shower for Seed of Hope pregnancy center, monthly Children's Collection, the Fair Trade Bazaar, and coordinate parish support for our sponsored child in Guatemala. Meetings are the third Tuesday of the month in the evening.

Mary Murphy 262.673.9486
mary@murphycomp.com

Pastoral Council

This council is an advisory body that discerns the strategic pastoral direction of St. Kilian and advises the Pastor accordingly. The council hosts the annual parish picnic and presents the Spirit of St. Kilian Award. Time commitment is two hours/month and meetings are the third Sunday after 9:00am Mass.

Dennis Murphy, Pastoral Council Chair
262-673-9486 dcmuprhy1025@gmail.com

Prayer and Worship

This committee provides direction and support for liturgical ministries, planning liturgical ministry renewals, the biannual mission, preparation and reflection on liturgical seasons, and sacramental celebrations. Prayer and Worship answers "At Your Service" questions and schedules "Pulpit Partners" to raise awareness of parish ministries and community services. Meetings are the 2nd Tuesday at 6:30 pm in the parish office St. Clare room.

Audrey Rhinehart 262-673-4831 x405
musicministry@stkiliancong.org

Religious Education

SAGF recommended

This committee supports parents in their role as the primary educators of their children by providing age-appropriate faith formation sessions and activities which develop an understanding and practice of discipleship. Meetings are the first Tuesday of the month at 5:30pm, August-May, in the St. Clare Room of the Parish Center. They generally last 1½ hours.

Dennis Vlasak 262.673.4831 x406
dre@stkiliancong.org

\$crip

The \$crip Fundraising Program helps to fund our ministries with gift cards for a number of businesses. There are many volunteer opportunities with a commitment from one to four hours/month. Scrip is available year-round online and after Masses in the St. Joseph room.

Sue Wendt 262.224.9347
suew.mj61@gmail.com

\$crip Office 262.673.3081 x121

Stewardship

This committee promotes parish engagement, with two annual activities, a spring ministry showcase and fall financial campaign, and other communication-related projects. Meetings are the first Sunday after 9:00 am Mass.

Ane Ohm 414.517.4681
ane.k.ohm@gmail.com

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School Committees

Athletics

SAGF recommended

The Athletic Committee works with every aspect of the sports program. It monitors and updates policies for the program, and it oversees the coaching and the practices for the health, safety, and physical development of the children involved in the program. This committee organizes and runs the annual St. Kilian Basketball Tournament in February. You need not have a child in the athletic program to benefit from this committee because the Athletic Committee also supports the Physical Education program and physical activities during recess.

Ron and Christina Pizzino,
rpizzino8207@gmail.com
christinapizzino@yahoo.com

Development/Endowment SAGF recommended

This group develops campaigns to raise money that goes directly to our endowment funds in order to continue the parish/school mission of providing Catholic education to the St. Kilian community. Each year we hold a campaign to communicate with alumni and encourage financial support to the endowment fund, which has been repeatedly successful. The time commitment is 1 hour/every month from August through June.

Jenny Trimberger 262.673.3081 x116
trimbergerj@stkiliancong.org

Home and School

SAGF recommended

The committee works with an annual budget of over \$55,000, which assists in the operation of the school, as well as providing for many of the "extras" that we offer to our students and staff. This includes teacher wish lists, forensics, Lego robotics, and drama club. Home and School meets once each month for an hour or so.

Jenny Trimberger 262.673.3081 x116
trimbergerj@stkiliancong.org

Marketing

SAGF recommended

The marketing committee increases awareness of St. Kilian School within and outside of our community with an overall goal to maintain and/or increase enrollment in the school. We consistently market campaigns in print, online, and through face-to-face opportunities, including open houses and meet and greets for new families. The time commitment is 1 hour per month.

Jenny Trimberger 262.673.3081 x116
trimbergerj@stkiliancong.org

School

SAGF recommended

The school committee assists and advises the principal with school matters and is the overarching body for other committees related to the operation of the school including: Home & School, Athletics, Technology, Development, and Marketing. The school committee meets once each month for 1-2 hours at a time.

Jenny Trimberger 262.673.3081 x116
trimbergerj@stkiliancong.org
Jason Schnitzler jkschnitzler@hotmail.com

Technology

SAGF recommended

The technology committee promotes technology use for St. Kilian School, as well as setting and achieving goals of implementation and design for all students. We evaluate student/teacher needs for technology and acquire different resources for learning to take place such as Smartboards in every classroom, two sets of Chromebooks for student use, teacher laptops, and dedicated the computer lab. The time commitment is 1 hour/month or less.

Greg Kubish GKUBISCH@qg.com
Jenny Trimberger 262.673.3081 x116
trimbergerj@stkiliancong.org

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Liturgical Ministries

Altar Servers

Altar servers assist the priest on the altar, while individually growing personally closer to God. St. Kilian youth, grades 5 through 12, serve weekend Mass every 4-6 weeks, with St. Kilian school students also serving weekday Masses. New server training takes place each spring or by special request.

Brian Collegnon 262.673.7990
bcollegnon@yahoo.com

Eucharistic Ministers

Eucharistic ministers reverently distribute the Body and Blood of Christ to His people at Mass. Training is provided.

Ane Ohm 414.517.4681
ane.k.ohm@gmail.com

Eucharistic Ministers to the Sick, Homebound, or Hospitalized

Bring Communion as well as Jesus' loving care to parishioners who are unable to attend Mass due to illness. Training is provided. For hospital Communion ministers training is also required through Aurora. Time commitment varies.

Annie De Koning 262.673.2261 (h)
262.709.6823 (c) quiltbike@gmail.com

Funeral Ministers

Funeral ministers are adult altar servers who assist the priest at funerals. Time commitment is 1-1.5 hours per funeral. Training is provided.

Leona Friday 262.673.2734
Joni Volkert 262.673.4831 x403
parishoffice@stkiliancong.org

Greeters

SAGF recommended

This ministry is open to all parish members, regardless of age. Greet all visitors and parishioners as they enter the Church building for weekend Liturgies, and other Liturgies, as might be requested. Families are especially encouraged to participate in the Greeter Ministry.

Dennis Vlasak 262.673.4831 x406
dre@stkiliancong.org

Lectors / Readers at Mass

A lector is the person who proclaims the first or second reading at Mass, leads the Prayers of the Faithful and reads the announcements. Assigned lector schedules are prepared for four months in advance, with most lectors reading approximately once a month.

Donna Kern 262.673.3012
Kernski@charter.net

Sacristans

Sacristans are responsible for preparing the bread, wine, and vessels about 15-20 minutes prior to the liturgies as well as purifying the vessels after Mass. The time commitment is about 30 minutes total before and after Masses and training is provided.

Dick and Karen Beine 262.673.2496

Ushers

Ushers are some of the first and last faces seen by parishioners and guests at Mass. Ushers help seat parishioners and guests, find a family to bring the gifts of bread and wine forward at the presentation, take up the collection, and distribute bulletins. Ushers are asked to arrive at least 15 minutes before Mass (you are free to choose which Mass you attend) and to help tidy up the church after. Training is provided.

Ron Weber 262.673.3916
rweb839e@att.net

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Music Ministries

*Provide music opportunities for all ages
Enhance lifelong participation in the liturgy
Enhance lifelong appreciation of music and the arts*

Audrey Rhinehart, Organist/Director of Music Ministry
262.673.4831 x405, musicministry@stkiliancong.org

Adult Instrumental Group

Accompany hymns and songs, provide ensemble music for preludes, preparation of gifts, and postludes on a seasonal basis. The Adult Instrumentalist Group rehearses on their own, with limited rehearsals for liturgy.

Aggiornamento

Mixed ensemble of individuals and families including vocals, guitars and instruments, providing an opportunity to expand and enhance repertoire from both traditional and contemporary genres. Rehearses Thursdays 7:00-8:00 pm in the church.

Bella Voce SATB Choir

This four-part Soprano, Alto, Tenor, and Bass choir is open to adults and high-school students and sings at liturgies and special events throughout the year. Rehearses Wednesdays 7:30-9:00 pm in the church.

Cantors

Cantors lead the congregation in song at Mass and are scheduled for one to three Masses per month/season. Rehearsals are on an individual basis with the director.

Cherubs

For children 3-6 years of age, an active music class of singing, playing instruments and music games along with learning about Mass and the church year. Rehearses Thursdays 5:00-5:30 pm in the St. Theodore room and leads music at 9:00 am Mass on the 3rd Sunday of the month.

Choristers

Children in 1st-5th grades begin to develop harmony through simple rounds and part singing, play instruments and music games

while learning about Mass and the church year. Rehearses Thursdays 5:30-6:15 pm in the St. Theodore room and leads music at 9:00 am Mass on the 3rd Sunday of the month.

High School Cantor Corp

Youth in grades 9-12 are scheduled on the adult cantor rotation. Drop-in rehearsals are expected the week preceding scheduled Masses. Must track an irregular schedule and communicate well with Mrs. Rhinehart. Great lead into solo cantor work and small ensemble opportunities.

JuBELLation Hand-bell Choir

Adults and high school students accompany songs and hymns at Mass and play hand-bells and chimes for preludes, presentation of gifts, and post-Communion meditations and at special events as scheduled. Previous music reading experience is helpful. Rehearses Thursdays 8:00-9:00 pm in the church.

Older Youth

5th-8th grade further develops singing skills and leadership, while learning simple accompaniments using hand-bells and Orff instruments. Basic music reading skills with experience are helpful. Rehearses Thursdays 6:15-7:00 pm in the St. Theodore room and sings at 9:00 am Mass on the 3rd Sunday of the month as well as at special occasions.

Youth Instrumental Group

High school students (younger students by audition) accompany hymns and songs, provide ensemble music for preludes, preparation of gifts, and postludes. Rehearses Sundays 12:15-1:00 pm in the St. Theodore room.

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Youth Religious Education and Faith Formation

Catechist / Teacher

SAGF Required

A Catechist, individually or as a team, teaches in the youth religious education program on Sunday morning or Sunday evening. Training provided. Mentorship available.

Dennis Vlasak 262.673.4831 x406
dre@stkiliancong.org

Substitute Catechist / Teacher

SAGF Required

Assist with a class when a regular catechist is ill or must be absent from class. A substitute may designate availability for mornings, evenings, or specific grade levels. Training provided.

Dennis Vlasak 262.673.4831 x406
dre@stkiliancong.org

General Volunteer

SAGF Required

Help the religious education Sunday morning and evening programs run smoothly. Tasks can include making attendance phone calls or monitoring entrances, hallways, or parking lot.

Dennis Vlasak 262.673.4831 x406
dre@stkiliancong.org

Hospitality

SAGF Recommended

Set up, serve, cleanup at various events throughout the year. Provide cookies, bars, snacks for meetings, sacramental receptions, Sunday socials, Day of Reflection, etc.

Dennis Vlasak 262.673.4831 x406
dre@stkiliancong.org

Retreat Helper

SAGF Required

Assistance may include setup, cleanup, help with a meal or snack, gathering materials, adult supervision during breaks, etc. Small group leaders may also be needed. Training provided for small group leaders.

Dennis Vlasak 262.673.4831 x406
dre@stkiliancong.org

Rooted Youth Group

SAGF Required

This group is by and for grades 8 – 12 of St. John and St. Kilian, generally meeting the third Sunday of the month, 5:30pm, August through June. Adult leadership must be present when the group meets or performs service.

Dennis Vlasak 262.673.4831 x406
dre@stkiliancong.org

Work Camp

SAGF Required

Work Camp is a weeklong mission trip where youth group will repair homes for people in need, while experiencing the amazing power of community to accomplish God's work. St. John and St. Kilian youth in 9th grade through college have an opportunity to work side by side with people of other faiths and backgrounds doing things as simple as painting a room or building a 40-foot wheelchair ramp. The largest commitment is one week in summer when we go to camp along with monthly meetings to stay in touch and develop fund raising activities.

We also have a need for adult chaperones (no construction experience needed) to guide and serve as an example of service to others.

Dan Feiter 262.224.4928
dkfeiter@sbcglobal.net
Ron Weber 262.707.2939
ron.kris.w@gmail.com

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Adult Religious Education and Faith Formation

Christ Have Mercy

Christ Have Mercy Retreats are peer-based retreats focusing on the works of mercy led by lay leaders with a priest as a spiritual assistant. Our community has been involved in a wide variety of ministries that make a difference in the lives of others, including the Hartford Community Meal, Hartford Food Pantry, Work Camp welcome home dinners, caroling for nursing home residents, supporting the Infant Memorial at New St. Kilian Cemetery, and honoring members of the Christ Have Mercy community at their funerals.

Carol Ripp 262.673.6199
carolr626@hotmail.com

Path to Healing Bereavement Group

The Path to Healing Bereavement Ministry offers support, acceptance, and direction to those who are grieving the loss of a loved one. The group provides a safe, confidential place to find assistance and understanding from those who have faced similar losses. Meetings are on the 4th Tuesday each month at 7:00 pm in the St. Clare room of the parish office.

Carol Ripp 262.673.6199
carolr626@hotmail.com

Prayer Chain

The Prayer Chain is a way for parishioners to request prayers for specific needs as well as provide an organized group that people can join who wish to pray for those special requests. We have an average of 1 email/phone call per week – which may have 2-3 requests. Individuals decide how they will include these requests in their prayer lives. There are no meetings to attend. All are encouraged to join!

Katey Clarenbach 262.224.1540
kateyss@yahoo.com

Rite of Christian Initiation of Adults (RCIA) Team

RCIA, or the Rite of Christian Initiation of Adults, is the formation process for people who seek initiation into the Catholic Church. The RCIA Team works with those seeking initiation in conjunction with the Holy Spirit, parish community, and Director of Adult Ministries to help seekers learn about our Faith, prepare for Baptism, Eucharist, and Confirmation at the Easter Vigil, and be lifelong faithful disciples of Jesus Christ. Time commitment can be short or long term.

Additional catechists/sponsors/mentors are welcome for preparing adults 19+ for Adult Confirmation.

Fr. David LaPlante 262.673.4831 x401
laplanted@archmil.org
Joni Volkert 262.673.4831 x403
parishoffice@stkiliancong.org

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Skills and Talents Needed

Athletics/Coach

Athletics teaches children how to work together as a team, learn the sport they want to try, and build friendships that last a lifetime. Teams include girls' and boys' volleyball, basketball, track, Cross Country, and dance. Athletic coaches commit about 5 hours a week during basketball and 2-3 hours per week during the rest of season.

Ron and Christina Pizzino,
rpizzino8207@gmail.com
christinapizzino@yahoo.com

SAGF required

Building and Grounds Resource

If you have a skill, talent, or are part of a professional service (e.g. electrical, plumbing, roofing, tool and die, etc.) that you can share or be a resource for the St. Kilian community to help with various projects, both large and small, this ministry is for you. Time commitment varies depending on project.

Dan Leischer 262.673.4831 x305
maintenance@stkiliancong.org

Celebrations of Life / Funeral Assistance

Celebrations of Life ministers are parishioners who desire to share their mercy and kindness with grieving families by providing the food and the environment to celebrate the life of their loved one after the Mass of Resurrection. We are blessed with the wisdom and willingness to answer the call to volunteer, regardless of the number of commitments we have or the task we are asked to do, including setting up tables and chairs, serving food, doing dishes, and/or bringing desserts. The time commitment is 3-5 hours per celebration you volunteer for or are able to make when called.

Annie De Koning
262.673.2261 (h) 262.709.6823 (c)
quiltbike@gmail.com

God's Housekeepers

God's Housekeepers keep the sacristy and the St. Theodore room/kitchen clean with dusting, cleaning floors and washing towels. We also keep the holy water fonts clean and full. Working in partners on a rotating 12-week schedule, each group cleans 4 - 5 times a year. Partners pick the day of the week that works best for them when it is their scheduled turn. Cleaning takes about 1-2 hours. Anyone is welcome to help out.

Mary Semler 262.673.2038
cmsemler@charter.net

Knit / Crochet / Sew Projects

Donations of knitted, crocheted, and/or sewn items are welcome for events such as the baby shower and winter clothing drive.

Joni Volkert 262.673.4831 x403
parishoffice@stkiliancong.org

Mailing Volunteers

Mailing volunteers are called to help assemble parish-wide mailings, such as newsletters, by folding, stuffing, taping, labeling. Most mailings take 2-4 hours and offers an opportunity to socialize with fellow parishioners!

Joni Volkert 262.673.4831 x403
parishoffice@stkiliancong.org

Photographer

SAGF recommended

Photographers may be called on to take photos at various parish events. Time commitment varies depending on the event.

Joni Volkert 262.673.4831 x403
parishoffice@stkiliancong.org

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Organizations

Boy Scouts

Boy Scouts and Cub Scouts serve boys from ages 5 to 18 and Venture Scouts serve boys and girls from ages 14 to 20 years old from our parish and surrounding communities. The Aims of Scouting are character development, citizenship, and personal fitness. A highlight of the year is Summer Camp where scouts get to put their skills into action. Scouting is an all-volunteer organization and has many different opportunities to share your gifts and talents with the scouts. "On my honor I will do my best, to do my duty to God and my country."

Matt Stachura

Pack 3741 Cub Master 262.825.2771

matt.stachura@sbcglobal.net

SAGF required

St. Vincent de Paul

Members visit people who need help with rent, utilities, or food in our area. Our focus is personal spiritual growth so we can effectively minister to those we serve. We meet the second and fourth Tuesdays from 6:30-8:00 pm. Contact Kris if you know someone who needs assistance or if you wish to be part of our outreach ministry.

Kris Thimm 262.673.6788

Christian Mothers (St. John, Rubicon)

Christian Mothers is a group of women who strive to help Christianize our family and community through prayer and service. Through various activities we are able to offer financial support to St. John's religious education program, local food pantries, and sponsor a child through Children's Incorporated. We also serve at funerals and other parish events. Time commitment is two meetings per year – one in spring and one in fall – as well as various service opportunities throughout the year for which you can volunteer.

Chris Garms 262.689.5047

Knights of Columbus

The Knights of Columbus is a family organization that helps families grow together in love while assisting the Church and community. We hold fundraisers, socials, volunteer services, and picnics, all for the benefit of families, the Church and the community. The time committed is always needed and up to you.

George Hansen 262.670.6623