

## **ST. ROBERT PARISH STEWARDSHIP OF TIME AND TALENT**

*Devote yourselves to good works and to supplying the urgent needs of others  
so that you may not be unproductive.*

*Titus, 3:14*

### **PARISH LIFE MINISTRIES & ADMINISTRATION**

#### **St Robert Finance Ministries**

The Finance Council works with the Pastor to monitor the temporal affairs of the Parish. The number of council members is set by the Archdiocese and members are appointed by the Pastor. The parish welcomes volunteers who would like to be considered for possible appointment to the Council and/or would be willing to assist with project specific needs in financial analysis.

#### **Personnel Committee**

The Personnel Committee develops a comprehensive personnel system and monitors its implementation and administration.

#### **Athletic Committee**

The Athletic Association is responsible for the Parish grade-school level basketball, volleyball and track programs. Volunteers are needed to coach and help run those programs as well as raise funds to support the Association's programs.

#### **Buildings and Grounds Committee**

The Building & Grounds Committee is responsible for the maintenance and upkeep of parish facilities and grounds.

#### **St. Robert Gardens**

Volunteers are needed to assist in maintaining the beauty of our parish grounds. The committee would also welcome families, teams, classes, scout troops and other groups interested in adopting one of the gardens.

#### **Office Volunteers**

Volunteers assist the Parish Office with bulletin stuffing, mailings and other projects on an occasional basis during office hours.

#### **Pastoral Council**

The Pastoral Council is responsible for planning and consulting with the Pastor regarding the pastoral activity of the parish. It works to build a community of disciples who recognize their baptismal calls to lives of holiness, witness and service by developing Catholic identity, promoting evangelization and fostering stewardship. The parish welcomes volunteers who would like to be considered for nomination to the Council.

### **LITURGICAL & MUSIC MINISTRIES**

#### **Prayer and Worship Commission**

This commission works with the Director of Liturgy and Music and the priests to give direction to the liturgies of the parish. Our mission is to ensure parishioners are provided with opportunities to deepen their faith through a variety of prayer experiences and liturgical celebrations.

#### **Art and Environment**

This committee creates a prayerful environment for the celebration of liturgical events. Activities include ordering plants, creating banners, setting up displays, arranging flowers and plants. Volunteers are especially needed during Advent/Christmas and Lent/Easter.

#### **Liturgical Vestments**

Volunteers are needed to periodically wash the servers' albs and ensure the chasubles are dry cleaned at the end of each liturgical season.

## **Ushers**

Ushers are needed at all Masses to greet parishioners, distribute orders of worship and bulletins, take up collections and otherwise assist at weekend liturgies.

## **Lectors**

Lectors proclaim the Word of God at Mass and are normally scheduled one to three times monthly.

## **Eucharistic Ministers**

Ministers assist in the distribution of the Holy Eucharist at Mass.

## **Funeral Altar Servers**

Servers at Masses of Christian Burial assist in setting up for as well as serving at the Mass.

## **Eucharistic Adoration**

Join us for Eucharistic Adoration - precious time spent in the presence of the Blessed Sacrament - every Friday from 9am -9pm in our Parish Center chapel. Come for your spiritual "workout" and consider our chapel your soul's gym! The benefits will amaze you. More adorers are especially needed from 9am -3pm and 7pm-9pm. Remember that the only time our Lord asked the Apostles for anything was the night He went into agony. Not for activity did he plead but for an Hour of companionship.

## **Adult Choir**

Adult choir most often sings at 11:00 am Mass as well as at Christmas Midnight Mass, Holy Week, Easter and on various holy days. Adult choir sings a variety of sacred music repertoire.

Rehearsals are before Sunday Mass.

## **Cantors**

Cantors are the visible leaders of sung prayer and must be able to facilitate the assembly's sung prayer. Cantors warm up 30 minutes prior to the liturgy.

## **FAITH FORMATION AND SACRAMENTAL PREPARATION**

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

Children's Liturgy of the Word is offered at the 8:30 am Mass during the school year. The Word of God is proclaimed at age levels appropriate for children in grades K5-2. Volunteers lead the group and are scheduled no more than once a month.

### **K5-8th Grade Religious Formation**

Volunteer opportunities in this program of age-appropriate instruction in the basics of the Catholic faith for children who attend non-Catholic schools include:

#### **Catechist/Teacher**

Catechists teach in teams in most classes.

#### **Substitute Catechist and Aide**

#### **Religious Education Committee Member**

The committee identifies the needs and goals of the program as well as coordinates and supports its operations.

#### **EDGE Core Adult and Teen Leaders**

Help engage in discussions/activities for 7th and 8th graders. EDGE is held the 1st Thursday of the month, November through March at 6:45 pm located in Holy Family McCormick Hall.

#### **Vacation Bible School**

Junior Counselors (Grades 5&6), Counselors (Grades 7&8) and adults are needed to assist in the planning and operation of Vacation Bible School during a 4-day event held on August mornings.

### **Confirmation Advisor**

Adults and confirmed senior students assist our 11th grade teens in their journey of faith and preparation for the Sacrament of Confirmation. Activities include leading small group discussion at Christian Formation (CF) Nights, service activities, Confirmation Retreat, and demonstrating to the teens of our parish the joy of a real, lived faith. CF nights are on 12 Sunday evenings each school year. Adult leaders gather together once a month to prepare materials and grow together as a community of faith.

### **9th and 10th Grade Advisor**

Adults and confirmed senior students assist our 9th and 10th grade teens in their journey of faith as they move toward Confirmation. Activities during Teen Nights include leading small group discussion, service activities, prayer, retreats, games, movies, and demonstrating to the teens of our parish the joy of a real, lived faith. Activities occur on Sunday evenings each school year. Adult leaders gather together once a month to prepare materials and grow together as a community of faith.

### **Young Adult Ministry**

A team of young adults aide in Cor Jesu, a weekly ministry at St. Robert that allows an opportunity of an encounter with Christ. Cor Jesu is regular Adoration, Music, Confession, followed by Daily Mass and a Social Gathering.

### **Engaged Couples Ministry (FOCCUS Couples)**

Volunteer couples help prepare engaged couples for marriage by discussing aspects of marriage and relationships. Volunteers meet with two or three couples per year for two or three sessions each in volunteers' homes. Special training is required through the Archdiocese. Couples must be married at least three years and demonstrate maturity and excellent interpersonal skills.

### **Adult Confirmation**

Sponsors are needed for adults receiving the Sacrament of Confirmation.

### **RCIA Sponsors / RCIC (children) Companions (for those who wish to become Catholic)**

Sponsors or companions are needed for adults and children who are contemplating entering the Catholic Church. Training is provided.

## **HUMAN CONCERNS/SOCIAL JUSTICE MINISTRIES**

### **Human Concerns Joint Commission**

This commission raises awareness of the needs of the broader community and Christian solutions to local and global problems. Meetings are quarterly during the school year.

### **Respect for Life Committee**

These parishioners help promote the dignity of human life through various activities such as the collection of baby items for the Pregnancy Help Center.

### **Sick & Homebound Visitation**

Individuals needed to bring Communion and visit the sick and homebound in their homes, River Park Apartments or Harbor Chase Senior Living Community. Schedules are determined on an individual basis. New members are mentored in this ministry.

### **Rides for Seniors**

Shoreline Interfaith, an ecumenical ministry in the Northshore, coordinates outreach to senior citizens. Adult drivers are needed to bring seniors to medical appointments. Schedules are set according to driver's availability.

### **Snow Shovelers for Seniors**

This project of Shoreline Interfaith needs volunteers to shovel for older Northshore residents unable to do so for themselves.

### **Our Retired Adults**

This ministry organizes monthly social events of interest to our retired parishioners.

### **Advent Sharing Tree**

This Christmas outreach program needs volunteers to publicize, collect and distribute gifts collected for those in need.

### **St. Vincent de Paul Society**

The Society is a worldwide network of people who help the economically poor. Members of St. Robert's local "conference" ensure that those in need who have contacted the Parish Office or St. Vincent de Paul's central office in Milwaukee receive assistance. Members make home visits in order to assess needs. New members are mentored in this ministry. Meetings are held once a month.

### **St. Vincent de Paul Meal Program**

Volunteers cook, pick up food, make reminder phone calls, or serve food on the first Thursday of every month (St. Robert's day to serve) at the St. Vincent de Paul Meal Program.

### **Riverwest Food Pantry**

14-18 parishioners serve at the pantry from 8:00-10:45 am the fourth Saturday of each month. Great opportunity for families.

### **All Saints Catholic Parish Food Pantry**

Provide or serve meals on Monday, Tuesday or Thursday nights (5-6:30pm) or work in the pantry packing boxes or doing intake Tuesday or Friday morning (9:30am-Noon)

### **St. Martin de Porres Food Pantry/Share-A-Meal**

The food pantry at our sister parish is stocked in part through St. Robert Share-A-Meal donations. Volunteers are needed to distribute food at the pantry on Mondays, 3:00-4:00 pm, Thursdays, 5:00-6:30 pm or Saturday 10-11:30.

### **Ladies of Charity**

The Ladies of Charity is an international organization, inspired by the life of St. Vincent de Paul, whose mission in Milwaukee is to clothe school- aged children. Children identified by school social workers are sent to the LOC store at 1936 N. 4th Street to get the clothing they need.

### **Prayer Network**

Volunteer to pray daily for the intentions submitted to the group each week.

### **Bereavement Ministers**

Bereavement ministers extend support by attending funerals and calling family members in the days after the funeral, as well as organizing the annual Bereavement Mass and Christmas Memorial Tree. No experience needed – just a caring heart and an open ear.

### **Habitat for Humanity**

This group participates in periodic projects with Habitat for Humanity.

## **STEWARDSHIP MINISTRY**

### **Stewardship Committee**

The Stewardship Committee oversees stewardship education in the Parish including parishioners' annual pledge of their gifts of time, talent and treasure.

### **New Members Welcome Committee**

Volunteers are needed to welcome new members and help them to get to know our parish community.

### **Hospitality**

Volunteers provide food for hospitality after Sunday masses (juice, bagels, donuts or cookies) or provide a dish to pass at dinners for Alpha, St. Robert missionaries or after select 4:30 Masses.

### **St. Robert History Committee**

The History Committee maintains historical archives of St. Robert Parish and School.

### **Senior Christmas Party (December)**

Volunteers are needed to help with the food, entertainment, publicity, set-up and clean-up for this annual event.

### **St. Nick Party**

Volunteers setup, serve and cleanup for this free, parish-wide party held the first Friday in December, featuring music, crafts and dinner for all ages.

### **Scrip**

Volunteers are needed to advertise, sell cards after Masses and fill orders for this painless fundraising program that raises funds from participating retailers.

### **Parish Communications**

Volunteers work on an as-needed basis to assist with methods for parish communication, use of social media, and promotion of parish events. This ministry is of interest to persons with marketing, journalism, graphics, communications or public relations backgrounds.

### **Planned Giving Committee**

The Planned Giving Committee is responsible for informing parishioners about the opportunities and methods of making planned gifts and for soliciting planned gifts to St. Robert Parish.

## **PARISH SCHOOL MINISTRY**

Only non-school parishioners should sign up for the following ministries on their parish Time and Talent Registration. School parishioners will sign up during the school's volunteer registration.

### **St. Robert School Advisory Commission**

The Commission works with the Principal and Director of School Advancement to plan the vision, strategic initiatives, and action plans that direct the school ministry. The Commission articulates policies, contributes to long-range financial planning for the school, and establishes advancement goals that address development, recruitment, and public relations activities. Nine elected members coordinate the work of the following seven standing volunteer committees:

- **Education and Formation** works with the Principal and faculty to gather data and plan and support new initiatives in the areas of instructional programming, religious formation, and enrichment.
- **Policy** maintains Parent Handbook consistent with Archdiocesan directives and local needs by drafting new policies and revising existing policies.
- **Budget and Finance** prepares annual school budget and long-range financial projections in coordination with parish budgeting and planning process.
- **Development** assists the Advancement Director with the acquisition of financial resources and coordination of the Annual Fund appeal.
- **Marketing and Recruitment** develops marketing and events that communicate the mission and brand identity of the school and assists the Advancement Director with recruitment efforts.
- **Technology** researches and identifies technological solutions for curricular and administrative needs of the school and maintains a plan for hardware and software acquisitions and upgrades.
- **Environment** plans and secures resources for improving the functionality, accessibility and aesthetics of the physical plant and surrounding landscape.

### **Rummage Sale**

Volunteers are needed to sort, price, set-up, work the sale and cleanup for this October event.