

IMMACULATE HEART OF MARY
TIME AND TALENT MINISTRY RESOURCE GUIDE
(Spring 2009)

IHM Mission Statement: Immaculate Heart of Mary is a community whose members, called by Baptism and formed by life long education, grow in faith and holiness through worship, prayer, and service, guided by the Gospel and traditions of the Catholic Church.

This is a resource guide for the many time and talent ministry opportunities available at IHM. Our participation makes our Parish a strong faith community. Thank you for sharing your gifts of time and talent. If you have any questions, please call the contact person identified with each ministry or the Parish office at 952/935-1432.

ACCL - Pro-life Group: Promotes pro-life activities at IHM and supports the area Life-Care Centers. Serves Parish hospitality twice a year; generally no meetings. Brings in Pro-Life speakers. Contact: Anita Whims 952/934-6539, cell 612-965-9714 marywhims@msn.com

Altar Server: Girls/Boys Grade 5 or higher. Contact: Kate Gregg 952/935-1432

Art and Environment: Dress up the House of the Lord. Time commitment: a few hours around the changes of the Liturgical Church seasons. Contact: Mary Cary 952/949-2886; Karen Frank 952/212-1189; Linda Johnson 952/844-6015

Extraordinary Ministers of Holy Communion: Extraordinary Ministers of the Eucharist are commissioned through the Archdiocese of St. Paul and Minneapolis and serve under the Pastor's discretion. Ministers must be confirmed and at least age 18. Contact: Marianne Charbonneau 952/935-7077 Ext. 1213

Faith Formation: Offers formational programs for those from three years old through adult.

Adult Faith Formation: Contact: Sharon McVary 952/935-7077, Ext. 1215

- Book Sale Volunteers: Various helpers needed for book collection, sorting, advertising in preparation for the Spring Used Book Event.
- Topic Speaker: Opportunity to share your Catholic faith with those interested in learning about the Catholic Church. Prepare and present one session for a study of Catholic Beliefs and Practices. Assistance provided as needed.
- RCIA: Parish sponsor(s) needed. The sponsor takes responsibility for mentoring one candidate during their year-long conversion faith journey. Includes regular participation at meetings and commitment to assist the candidate's integration into the Catholic community.
- Telephone Help: Need patient person(s) to help make phone calls on occasion. Work from home.

Sacramental Programs: Contact: Marianne Charbonneau 952/935-7077, Ext. 1213

- Confirmation Facilitator: Opportunity to share your faith with the confirmation candidates. Facilitators prepare and present 1 to 4 sessions to the candidates between September and April depending on weeks and topics that work for them. Lesson plans and support are provided. Each facilitated session involves committing to a Wednesday evening 6:30-7:30PM and the corresponding Sunday morning 10:30-11:30AM. Facilitators should be confirmed adults.
- Confirmation Small Group Leaders: Opportunity to share your faith with the confirmation candidates. Small group leaders sit with their small groups during confirmation sessions. They guide the candidates in small group discussions and projects after the groundwork and direction are presented by the facilitator for each session. Discussion questions, project direction materials and support are provided. Small group leaders commit to Wednesday evenings September to April from 6:30-7:30PM or Sunday mornings from 10:30-11:30AM. There are 3 events on weekends that are involved. Substitutes are available when needed. Small group leaders should be confirmed adults and have a willingness to work with teens. Past small group leaders say that they grew in their faith with the program.

- Sacramental Receptionist: 20-30 minute commitment on the day or evenings of sacramental programs between the months of September to April; 6:20-6:45PM on Wednesday evenings, 6:50-7:15PM on some Tuesday evenings or 10:20-10:45AM on Sunday mornings. Receptionists check in candidates or their parents and collect and hand out materials. Age: 8th grade to adult.
- Assist with First Eucharist or First Reconciliation nights from 6:15 to 8:15PM. This is a one evening commitment in late Fall for First Reconciliation and early Spring for First Eucharist. Help with projects or running a video in break-out groups or with registration. Volunteers can be 8th grade through adult. Adults should not have children currently enrolled in the program.

Religious Education: Contact: Pat Byrd 952/935-7077, Ext 1214

Sunday School: 3 year olds through 1st grade is held on Sunday morning during the 9:15AM Liturgy.

Elementary: Grades 2 through 6 is held on Wednesday evening from 6:30-7:30PM

Junior High: Grades 7 through 9 is held on Wednesday evening from 6:30-7:30PM

Time commitment: 8 months from September to April

- Religious Education Teachers: Opportunity to share your faith with our children. Training and support provided. Lesson plans have been written to accompany the curriculum and all materials needed to teach the classes are provided. Teachers for Wednesday night programs should be adults 18 years and older. Sunday School teachers can be adults or teens 16 years old and confirmed.

- Teacher Assistants: Provide additional help in the classrooms, working with the whole class or one-on-one with a special child. Assistants for the Wednesday night program are offered to adults and teens 16 years old and confirmed. Sunday School assistants must be at least 12 years of age or older.

Youth Ministry: Contact: Brian D. Hefer 952/935-7077, Ext. 1220

Volunteers for Youth Ministry must be willing to want to have fun and grow closer to God.

Volunteers are needed from 6th grade to adult. Involvement offers service opportunities, retreats, social, educational and spiritual. Take a chance and journey in your faith with IHM Youth Ministry.

Funeral Lunch Ministry/Good Sams: Provide food (salad or bars) and/or serve and clean-up at funeral lunches. Commitment: 4-5 times per year. Contact: Sandy Bollig 952/933-8915 and Mary Ellen McGannon 952/938-9039

Garden Maintenance and Upkeep: Enhance the Church surroundings by procuring and maintaining the garden areas. Maintain the planters at the Church throughout the year. Select, purchase and plant the flowers in the planters in the spring and maintain (water) throughout the summer months. Change out the planters and decorate for the winter months. Assist the Grounds Maintenance committee as needed. Contact: Deann Speltz 952/938-0252 speltzjd@comcast.net

Gift Bearers: Volunteers needed to carry the Gifts up at the Offertory during Mass. Contact: Jeanette Brand 952/935-1432, Ext. 1201

Greeters: Be present before Mass to greet and welcome parishioners. Contact: Jeanette Brand 952/935-1432, Ext. 1201

Grounds Crew (Upkeep of Church Grounds): Maintain the beauty of the church grounds (landscaped areas, parking lots, lawns) by picking up trash, pulling weeds, removing fall leaves and trimming shrubs and trees. Work, except for the fall leaf pickup, can be done at your convenience. No meetings - all email. Contact: Steve Wolf 952/933-1501 stevelynnfam@comcast.net

Hearts and Hands Ministry (Upkeep of Worship Space): These ministers are part of a team of parishioners who help keep the sanctuary of our church clean and orderly. Time commitment: quarterly, two days a month, maximum - one hour each time. Both week day and weekend opportunities available. Contact: Sister Eleanor 952/935-1432, Ext. 1211

IHM Catholic School: Contact: School Office 952/935-0004

Lector/Commentator: Must be a member of IHM Parish. Time commitment is 2 months per year. Readings are provided in advance, and training will be given to new volunteers. Contact: Anita Whims 952/934-6539, cell 612-965-9714 marywhims@msn.com

Liturgy of the Word for Children: Contact: Marianne Charbonneau 952/935-7077 Ext 1213.

- **Prayer Leader:** Opportunity to read and share content of the Gospel with 2nd – 6th grade children of the Parish during the readings and homily time of the 9:15 Mass. Confirmed through adult.
- **Lector:** Opportunity to read the first reading with the children of the Parish during the readings and homily time of the 9:15 Mass. Grade 5 through Adult.
- **Musicians:** Those who love to sing (cantor) and/or play music (piano or guitar) and would enjoy doing so in a kid friendly environment. Music is for the Psalm, Alleluia Verse, and an occasional song. High School through Adult.
- Time commitment for all the above: One to four times during the school year. There is no Liturgy of the Word for children on holidays and major feast days. A guide for the lessons, readings, music, and support are provided.

Loaves and Fishes: Make brownies and/or prepare and/or serve food to families in need at River of Life Lutheran Church located in North Minneapolis. Serve on the fourth Friday every other month for two hours. Dates announced in the bulletin and volunteer sign-up sheets posted at IHM. Contact: Sue Jensen 952/829-1990 Jensen1990@aol.com and/or Arlene Monk 952/938-3847

Men's Club: (All IHM men invited) Builds fellowship among the men of the Parish while supporting a wide array of Parish ministries. Events include annual Lenten fish dinners, pancake/French toast breakfasts and other social events. Generally no meetings. Contact: Bruce Bollig 952/933-8915 bruce.bollig@comcast.net

Ministry of Care: These ministers respond to their baptismal call to serve others with a compassionate spirit. Time commitment: attend formation sessions; attend monthly enrichment speaker series; visit and/or bring Eucharist weekly or biweekly to those who are unable to come to church; be a listening presence to persons experiencing times of life transition. Contact: Sister Eleanor 952/935-1432, Ext. 1211

Mission Group: Meets 2nd Thursday of the month for 2 ½ hours to sew and tie quilts for St. Stephens. Contact: Mary Perry 952/938-3977

Music Ministry: Women's Choir (sings at 9:15 Mass); **Mixed Choir** (men and women, sings at 11:00 Mass). Choir rehearsals are on Wednesdays (Women's Choir at 6:30PM; Mixed Choir at 7:30PM) in the sanctuary. Choirs meet 30-45 minutes prior to Mass for final rehearsal. Adult choirs are open to anyone in high school or beyond, providing a meaningful social outlet while enhancing the worship community. Contact: Matthew Culloton, Director of Music, 612/702-0263

Newcomers Committee: Welcome and invite all newcomers into our Parish family by fostering community belonging and involvement at IHM. Actively participate in Newcomer Committee meetings; assist in planning and hosting Newcomer breakfast gatherings; complete tasks outside the committee as designated. Contact: Stephanie Wolf 952/906-9665 wolfbur@aol.com

Parish Pastoral Council: Serves as an advisory group to the Pastor. Helps facilitate discussions and resolutions on most matters pertaining to the Parish. Members appointed by the Pastor to serve three-year term; monthly meetings. Contact: Parish Office 952/935-1432

Parish Worship Commission: Respond and carry out activities requested by the Pastor(s), Parish Pastoral Council and Music Director in order to enhance the worship life of the IHM community in harmony with current liturgical documents and guidelines. Commission supports annual Ministry training, Cana Dinner and Soup Supper during Lent. No meetings - all email or by phone. Contact: Wendy Composto, 952-974-9881 wcomposto@mindspring.com

Prayer Shawl Ministry: Knitting/crocheting prayer shawls to bring comfort, strength and peace to persons who are ill, hospitalized or just want to be wrapped in the prayerful support of a caring community. Meet monthly to knit and crochet shawls and to pray over shawls being created and those completed. Contact: Bonnie Brynteson, 952/934-3511 bmb2247@aol.com

Sacristan: Responsible for opening and locking the Church on weekends, preparing for Mass, and finding substitutes for missing ministers among other duties set by the Pastor. Contact: Parish Office 952/935-1432

St. Dymphna's Circle: (All IHM women invited) Opportunity to socialize with other women of the Parish. Service to IHM and spiritual enrichment. Cookie sale, anointing service, home Mass, Evening of Reflection, baby shower for Birthright, Christmas shopping for a needy group and quilt-tying for St. Joseph's Home for Children. Meets about 8 times per year. Contact: Kathy Harmon 612/850-3123 or Carole Mengelkoch 952/935-8005

St. Jude's Circle: Provide comfort and care for the children at St. Joseph's Home for Children by making small infant quilts for young children and decorative quilts for older residents. Provide quilt kits for St. Dymphna's Circle to complete and provide quilt filler needed by the Missionary Quilt Group. Collect gifts for the children at Christmas and serve refreshments at the Anointing Service. Contact: Maurine Burke 952/935-4081

Special Talents and Skills: Special talents and expertise that are not part of regular committees. May include painting, tile work, carpet laying, HVAC, carpentry, office work, mailings, computer data base, communications, website expertise, child care. Contact: Chris Makowske 952/935-1432

Stewardship Committee: Support the Pastor by encouraging and educating parishioners in fulfilling their Christian responsibilities by creating and implementing annual motivational time, talent and treasure campaigns. Pledge drive in the Fall; Time and Talent volunteer initiative in the Spring. No meetings - all email. Contact: Anne Koss 952/938-4197 anne.koss@atk.com

Ushers: Facilitate the smooth and reverent movement of people into, around and out of the Church environment. Ensure ice and snow-free access to Church. Distribute Bulletins and straighten up worship space after Mass. Contact: Paul Lehman 952/934-5315 pauljlehman@hotmail.com