

IMMACULATE HEART OF MARY
TIME AND TALENT MINISTRY RESOURCE GUIDE

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 name 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: Lynn Wolf 952/933-1501 stevelynnfam@comcast.net

Altar Server: Girls/Boys Grade 5 or higher. Contact: Father Belden 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

Eucharistic Minister: Eucharistic Ministers 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: Opportunity to share your faith with our children. Teachers are provided with lesson plans and all materials needed to teach classes. Time commitment: eight months, September through April; Wednesday evenings 6:30-7:30PM; Sunday mornings during the 9:15AM Mass. Contact: Pat Byrd 952/935-7077, Ext 1214

Youth Ministry: Volunteers (junior high school to adult) should be interested in working with teens. Opportunity to have a good time and share your faith with the youth of our Parish. Contact: Brian Hefer 952/935-7077, Ext. 1220

Funeral Lunch Help: see Good Sams below

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 Bearer: Volunteers needed to carry the Gifts up at the Offertory during Mass. Contact: Lynda Stewart 952/935-4817

Good Sams: Provide food and/or serve and clean-up at funeral lunches. Commitment: 4-5 times per year. Contact: Lynda Stewart 952/935-4817

Greeters: Be present before Mass to greet and welcome parishioners. Contact: Lynda Stewart 952/935-4817

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. Both week day and weekend opportunities available. Contact: Sister Eleanor 952/935-1432

ICA: Is your local emergency food shelf and emergency financial assistance agency serving residents of the West Metro. Mission Statement: to assist our neighbors in meeting emergency needs. Driver, food handler and/or office work support is needed. Contact: Darlene Meixell 952/934-9237

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: Barb Apt 952/934-2618

Liturgy of the Word for Children: Opportunity to share the Gospel with the 2nd-6th grade children of the Parish during the readings and homily time of the 9:15AM Mass. Also need those who love to sing and play music and would enjoy doing so in a kid-friendly environment. Time commitment: 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 lesson and support are provided. Contact: Marianne Charbonneau 952/935-7077 Ext. 1213

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. Help needed the fourth Friday every other month, two hours. Dates announced in the bulletin and volunteer sign-up sheets posted at IHM prior to each event. Contact: Sue Jensen 952/829-1990 Jensen1990@aol.com and/or Arlene Monk 952/938-3847

Meals on Wheels: Deliver hot meals and warm greetings to people who are elderly or disabled. Commitment one day a month 11AM-12:30PM; a car is needed. Contact: Kay Cleppe 952/935-4759

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

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: 9:15AM Treble Choir; 11:00AM Adult Choir; Children's Choir (Grades 2-5); Youth Choir (Grades 6 and above); Instrumentalist (audition required): All rehearsals are on Wednesdays and Choirs meet approximately 30-45 minutes before Mass for final rehearsal. Children's and Youth Choirs sing once a month. Contact: Ian Walker (Treble and Adult Choirs) 952/935-1432; Peggy Hirschuber (Children's Choir) 952/544-1786

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 Newcomer 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: Father Hipwell 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; Commission meets about 7 times per year. 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

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 quilting for St. Joseph's Home for Children. Meets about 8 times per year. Contact: Betty Haas 952/938-9694 and/or Elaine Hagen 952/544-6056

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

Scouts, Cub: Grades 1 through 5. Contact Ken Horst 952/949-1359

Scouts, Girl: Daisies begins in Kindergarten; Brownies 1st-3rd grades; Juniors 4th-6th grades; Cadets 7-9th grades; Seniors 10th-12th grades. Contact: Megan Adam 952/935-0926

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, website expertise, child care. Contact: Jane Victorey 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. 5-6 meetings per year. 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

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