



Holy Spirit Parish

Listing of Volunteer Activities

Kimberly Campus: 620 E. Kimberly Ave., Kimberly, 54136
Darboy Campus: W2796 KK, Appleton, 54915
www.holyspirit-parish.org

Dear Parishioner,

As a member of Holy Spirit Parish, and as a Christian, we live a life of faith in Jesus Christ our Lord. This faith allows us to encounter God himself. Our encounter with God transforms our life and our relationship with other people. Our faith changes the way we see our world, and the way we live in our world. We are called to serve one another.

In faith we must remember that all we have and all we are is a gift from God. Our life, health, talents, property – everything is a gift from God. We are nothing without him. If all is Gift, then we must approach God in a spirit of thanksgiving and gratitude. As we gather each week for the Eucharist we give thanks to God for our many gifts, especially our salvation. In fact, Eucharist means thanksgiving, which is why our worship must be the center of our Christian life.

Secondly, Jesus calls us to be his disciples. Each of us is invited to answer Jesus' call to follow his example of the Christian living. Being a disciple means committing our heart and mind, our whole life, to God. If Jesus Christ is the Center of our life, then we cannot help but to serve others. This includes service in our parish community.

This booklet outlines ministry opportunities at Holy Spirit Parish. Many of these ministries and organizations would not exist if it were not for the involvement of our parishioners. Our parish continues to be successful because good people serve on committees, aid in our liturgies, volunteer in our school and faith formation programs.

The disciples of Christ served others, but they also spent a lot of time listening to Jesus. We encourage you to come to some of our Adult Enrichment opportunities such as our various bible studies and classes. We can go deeper into our faith as we learn more about it.

Each person is an important part of our parish. When we were baptized we were made children of God, and in our Confirmation we received the Gift of the Holy Spirit in a special way. Each of us is called to serve others and to get involved. There truly are many GIFTS at Holy Spirit Parish.

Please offer yourself and your gifts of time and talent for the ministry of Christ's Church. Do this in gratitude and thanksgiving for all that God has given you.

Gratefully in Christ,

Father Tom Pomeroy
Pastor, Holy Spirit Parish

“A WAY OF LIFE” – Time & Talent
Ministry Response Form

Please complete one form per household even if you are already participating in a ministry. Include all family members. Return response form to Holy Spirit by placing in the box located in the gathering area of the church, mail to 620 E. Kimberly Ave., Kimberly, WI 54136, fax (788-7658), e-mail hspkim@holyspirit-parish.org or drop off at the Parish Office. **All forms are to be returned by July 15th.** Thank you.

FAMILY NAME: _____ PHONE: _____ CELL PHONE: _____

MAILING ADDRESS: _____

(Please include house number, street, city, and zip code.)

E-MAIL _____

MEMBERS OF HOUSEHOLD: Please list first names for all members of the household and their birthdates. Please list the last name if different from the family name.

Example: 1. Tom DOB 01/15/1970 Salesperson ABC Sales

1) _____ DOB ___/___/___ Occupation _____ Name of Company _____

2) _____ DOB ___/___/___ Occupation _____ Name of Company _____

3) _____ DOB ___/___/___ Occupation _____ Name of Company _____

4) _____ DOB ___/___/___ 5) _____ DOB ___/___/___

6) _____ DOB ___/___/___ 7) _____ DOB ___/___/___

MINISTRY (located on the bottom and back of this form.) Directions: For each member of the household Grade 5 or older, please list the ministries in which they are currently involved or would like to become involved. You need only place the number corresponding to the person’s name (above) on the line for the ministry – it is not necessary to rewrite each person’s name.

Example: “Tom” would be listed on line one, above, with a DOB of January 15, 1959. “Tom” has interest in being an “usher” and “lector.” Under “Greeter & Usher” and “Lector,” below, you would place a “1” indicating that “Tom” would like to be involved in these ministries. Complete in the same way for each family member. Thank you.

Ministry of Worship

Altar Server _____

Liturgy Committee _____

Environment Committee _____

Ministers of the Eucharist _____

Greeter & Usher _____

Music Ministry _____

Lector _____

Sacristan _____

Ministry of Christian Service

Baptism Preparation _____
Care Ministry Training Course _____
Christian Life Committee _____
COTS Community Outreach
 Temporary Services _____
FOCCUS Couple _____
Funeral Assistance _____
Harbor House _____
Hospital Visitation _____
Ladies of Holy Spirit Parish _____
LEAVEN: Limited Emergency
 Assistance Valley Ecumenical
 Network _____
Loaves & Fishes _____
Manna Ministry _____
Meals on Wheels _____
Mothers of Unborn Baby Care _____
Nursing Home & Assisted Living
 Visitation _____
RCIA Catechist _____
RCIA Sponsor _____
Saint Joseph Food Pantry _____
Social Concerns Committee _____
Visits/Communion to the Homebound

Ministry of Faith Formation

Adult Bible Study _____
Adult Education Program _____
Catechist Training _____
Liturgy of the Word for Children _____
Teacher/Substitute Grades 1-5 _____
Teacher/Substitute Grades 6-8 _____
Teacher Grades 9-11 _____
Third Source Funding Efforts _____

Youth Ministry

Adult Retreat Planning Team _____
Chaperone _____
Event Planning Adult Core Team _____
Mentor _____
Middle & High School Breakfast
 Clubs _____
Praise & Worship Music Director _____
Secretarial Work _____
Various Needs _____

***Volunteer Activities for
Youth Grades 6-12***

Chazoo Warriors _____
Fish Fry Server _____
Fundraising Opportunities _____
Mentor _____
Secretarial Work _____
Service Projects _____

Ministry of Parish Life

BINGO _____
Fish Fry _____
Grandpa Patrol _____
Jump N' Jive Musical _____
Knights of Columbus _____
Media & Communications Committee

Mission Group _____
Office Volunteers _____
Parish Picnic Committee _____
SCRIP _____
Special Events Set-Up _____
Stewardship Committee _____

Ministry of Administration

Buildings & Grounds Committee _____
Education Committee _____
Faith Formation Committee _____
Finance Council _____
Holy Angels Cemetery Committee _____
Holy Name of Jesus Cemetery
 Committee _____
Parish Council _____
Trustee _____

Holy Spirit School

Home School Association _____
Third Source Funding Efforts _____

Ministry of Worship

Altar Servers

Assist the priest at Masses – weekend, weekday, holy days, funerals, etc. Open to Grade 5 and older. Adults welcome.

Environment Committee

Responsible for creating, designing and implementing environment for liturgical seasons.

Greeter & Usher

Greets and seats worshippers, distributes bulletins and other information, finds people to take up the offering. Young adults and families encouraged to participate.

Lector

Proclaim the readings and general intercessions during the liturgy. Attend periodic in-services that review and update this ministry.

Liturgy Committee

Responsible for planning, guiding and evaluating liturgies and parish ministries. Meets monthly.

Ministers of the Eucharist

Assist the priest to give Holy Communion to the people attending the liturgy.
Attend periodic in-services that review and update this ministry.

Music Ministry

Responsible for leading the assembly in song during the liturgy. There are various opportunities available depending on style, age and Mass times. Pianists, instrumentalists, cantors and vocalists welcome.

Sacristan

Cares for vestments, sacred vessels and other altar furnishings and assists with preparations for all liturgies.

Ministry of Christian Service

Baptism Preparation

Helping with baptism meetings by sharing about spirituality, sacrament of baptism, rite of baptism, raising children in the faith. Assisting at Mass with the ritual of baptism. Meetings are the first Tuesday of the month, 6:30 – 8:30 pm.

Care Ministry Training Course

A Care Minister is a companion to someone who needs support during difficult times. The course covers such areas compassionate presence, listening skills, grief and mourning, separation and loss. Held in January and February of 2007. Once an area of ministry is discerned, on-site training is provided.

Christian Life Committee

Plans and facilitates parish response to those in need of help and advocacy within the parish such as welcoming new members, meals in crisis, seasonal remembrances of the homebound, Anointing Masses and All Souls Vespers. More members welcome. Meets the first Thursday of the month, Sept.-June, 6:30-8:00 pm, parish center, Kimberly.

COTS Community Outreach Temporary Services

Cooking a meal at home and bringing it to one of the three shelters in Appleton for people in recovery.

FOCCUS Couple

Facilitating open couple communication, understanding and study. Conducting a pre-marriage inventory with an engaged couple and meeting twice to discuss specific areas related to married life. Training is provided by the diocese.

Funeral Assistance

Helping at funerals in one of the following areas: serving for Mass, reading, giving communion, singing in the choir, being a song leader for vigil services at the funeral home.

Harbor House

Non-profit organization to help abused women and their children. Operated separately from the parish so call directly at 832-1666.

Hospital Visitation

Visit people in the hospital every other week in the name of the parish. Training provided through the Care Ministry Course and on-site training.

Ladies of Holy Spirit Parish

The Ladies do many things for our school and parish. As for charitable works, we do many things, such as funeral luncheons, rummage sale, donations to support peace, mission children, and the parish and school. Help with parish improvements such as cafeteria tables, other items as needed. Open to women and men volunteers. Meetings are held in September, October, January, March & May on Monday evenings.

Ministry of Christian Service (Continued)

LEAVEN: Limited Emergency Assistance Valley Ecumenical Network

Help the LEAVEN non-profit organization with hospitality and clerical needs. Operated separately from the parish so call directly at 738-9635.

Loaves & Fishes

Cooking and serving meals with a group several times a year at the Emergency Shelter in Appleton in the evening of the third Friday of the month.

Manna Ministry

Provides meals to our parish families who have just welcomed home a new baby or to families who are in stressful situations such as when spouses or children are seriously ill, injured or hospitalized.

Meals on Wheels

Delivering 6 - 12 meals around noon about once a month from Saint Elizabeth Hospital for Kimberly residents.

Mothers of Unborn Baby Care

Helping unwed mothers with general information, medical referrals, supplies, care kits, information on schooling. Operated separately from the parish so call directly at 733-7334.

Nursing Home and Assisted Living Visitation

Visit persons in a health facility every other week. Training is provided through the Care Ministry Course and on-site training.

RCIA Catechist

Serve as a member of the RCIA Team. Share experiences of living the faith. Sessions are Sunday mornings, 8:45 - 10:15, Oct. - May.

RCIA Sponsor

Serve as a sponsor for a catechumen or candidate in RCIA by sharing the connections between life and faith and present them for confirmation.

Saint Joseph Food Pantry

Help people with limited financial resources by picking up and distributing food and other staples. Operated separately from the parish so call directly at 734-9461.

Social Concerns Committee

Plans and facilitates parish response to those in need of help and advocacy beyond the parish such as support of life in all its forms, food collections, Advent and Lenten projects, support of mission parishes and agencies. Meets the first Tuesday of the month, Sept - June, 6:30-8:00 pm, parish center, Kimberly.

Visits/Communion to the Homebound

Bring Communion to a homebound person once a week after a Mass.

Ministry of Faith Formation

Adult Bible Study

Two Bible study groups meet at the Darboy campus on Tuesdays, September through May. One group meets at 9:00 am; the other group meets at 6:30 pm. Three groups meet on Thursdays at the Kimberly campus. A women's group meets at 9:00 am throughout the year. A men's group meets at 9:00 am, September through May. Another women's group meets at 9:30 every other week, September through May.

Adult Education Program

Every Lent our parish offers a series of classes on a particular theme. Guest speakers are invited to conduct the sessions. The program takes place on Sunday afternoons at the Darboy campus.

Catechist Training

Five catechist in-services are held throughout the year. Catechists are offered opportunity, through these in-services, to grow in their knowledge of the Catholic Faith and to develop their teaching skills. A catechist retreat is held during Holy Week.

Liturgy of the Word for Children

Program for children age 3 through Grade 4 on Sunday mornings during the 10:30 am Mass.

Teacher or Substitute Grades 1-5

Works with the children in Grades 1-5 in the Faith Formation Program. In-services are held regularly. Class materials provided. Grades 1 & 2 meet from 4:30-5:30 at the Darboy campus. Grades 3-5 meet from 4:45-5:45 at the Kimberly campus. Classes are held on Wednesdays; September through April.

Teacher or Substitute Grades 6-8

Works with the children in Grades 6-8 in the Faith Formation Program. In-services are held regularly. Class materials provided. Classes meet Wednesdays, 6:30-7:45 pm., at the Darboy campus, September through April.

Teacher Grades 9-11

Works with the students in grades 9-11 am. Courses are held for six week periods, four quarters during the school year. Classes meet at various times during the week. Catechists volunteer for one course at a time.

Third Source Funding Efforts

A Committee dedicated to raising funds to supplement the educational programs of Faith Formation. Major focus during the year includes the Annual Campaign for Education, and "We Care" Program at Pick N' Save.

- Annual Campaign for Education

This annual drive invites alumni, parishioners and corporate givers to direct a contribution to one of four educational programs (1) Holy Spirit School (2) Faith Formation (3) Youth Ministry or (4) Father Fuller Endowment.

- "We Care" Program at Pick N' Save

People who shop at Pick N' Save and use the Savers Club Membership Card can stop at the customer service desk and name their charity as Holy Spirit Faith Formation. A percentage of their spending will be given to our program. Checks are issued quarterly by Pick N' Save.

Youth Ministry

The Youth Ministry seeks to provide support, prayer, fun, strong values/morals, and faith based relationships with the young people of our parish. There are Adult volunteer positions for any and all talents and time commitments.

Event Planning Adult Core Team

Participate as a team member in the core leadership unit of the youth ministry which does the visioning, planning, and overseeing of ministry implementation. This team works closely with the coordinator in setting the tone and direction for the youth ministry. Time Commitment: One to two weeknight planning team meetings per month.

Adult Retreat Planning Team

Willing souls who care about young people are needed to be a part of the Retreat Planning Team. Several retreats are held throughout the year for High School students, as it is mandatory as a part of the Faith Formation program for them to participate in one during the course of the year. This is a form of being a catechist. Time commitments: monthly meeting and one to two days every other month.

Praise and Worship Music Director

Many YM programs are enhanced with the use of music. If you play guitar, piano or any other instrument or can sing, your help is greatly needed. Time Commitment: flexible, as you can participate in any and all events that the YM sponsors according to your schedule. There is opportunity for this to grow into a praise and worship band, to hold special praise and worship nights, etc. However, whatever time you can give would be appreciated.

Mentor

Now more than ever our youth need positive role models. Become one of these as you lead a small group during Advent or Lent, a retreat, or monthly YM gatherings; or be a pen-pal with one of our youth during the Advent or Lenten seasons. Time Commitment: Varied depending upon activity- could be one day, to a season, to a year.

Secretarial Work

The youth ministry office is in need of a volunteer secretary to help with financial bookkeeping for Catholic Heart Work Camp and other programs, as well as basic detail work like changing bulletin boards, updating records, or shopping. Time Commitment: Any volunteered time would be appreciated.

Chaperone

Catholic Heart Work Camp, a week long service trip to an urban lower class area in the United States during the summer months; Bible Study led by Father Tom at the Rectory on Friday Nights; Local and/or National Youth Conferences, such as the Diocesan High School Conference or NCYC (the National Catholic Youth Conference held throughout the US every other year), and monthly middle school gatherings held at the Darboy campus on Friday nights. Time Commitment: Varied upon chaperone responsibilities and your availability.

Youth Ministry (Continued)

Middle and High School Breakfast Clubs

Be a guest cook for the monthly Middle School or High School Breakfast Clubs. High School BC meets once a month on a Friday at 6:30am at the Kimberly Parish Office; Middle School BC meets once a month on a Friday at the Darboy Cafeteria. Time Commitment: once a year!

Various Needs

The youth ministry is always looking for parents and caring adults to participate in fundraising efforts, fulfill transportation needs or provide meals for various YM programs. Time Commitments: Varied according to your schedule.

Volunteer Activities for Youth grades 6 through 12:

Chazoo Warriors

“Take up the shield of faith” - Eph 6:16. Become a member of the coolest team in the world! Great fellowship, lots of laughter, and tons of snacks and pizza can all be yours for the low, low cost of serving your fellow peers! If you feel called to serve your peers, plan fun events, receive a cool t-shirt, get to know God better, and grow in leadership skills, apply today! Time Commitment: One monthly meeting and one monthly event throughout the school year, a summer training program, and a weekend retreat.

Secretarial Work

The youth ministry office is in need of a volunteer secretary to help with basic detail work like changing bulletin boards, updating records, or shopping. Time Commitment: any volunteered time would be appreciated, either after school or during the summer months.

Mentor

Now more than ever our youth need positive role models. If you are in High School, you can become a positive role model for a Middle School student: Lead a small group during a retreat or monthly YM gatherings; or be a pen-pal with one of the middle school students during the Advent or Lenten seasons. Time Commitment: Varied depending on activity- could be one day, to a season, to a year.

Fundraising Opportunities

Participate in the Pumpkin Picking Fundraiser in Early September or the KC Knowledge-A-Thon in early March. Also watch the bulletin for other fundraisers throughout the year.

Fish Fry Server

Fish Fries are held throughout the Lenten Season and youth are needed to help serve, clean tables, take-orders, and help with clean-up. It's a fun and fulfilling time that will count for service hours and earns a free dinner and small party afterwards.

Service Projects

Participate in various service projects held throughout the school year or in Catholic Heart Work Camp during the summer. Catholic Heart Work Camp is a week long service trip to an urban city in the US to participate in various work projects such as gardening, painting, working in a daycare or in a soup kitchen. Sign-up is in September with many fundraising projects taking place throughout the year.

Ministry of Parish Life

Bakers

Bake for special events, items such as bread, cookies, bars & pies.

BINGO

Holy Spirit Parish hosts bingo each Monday evening at 7:00 pm at the Darboy school campus. Volunteers are always needed to serve coffee and popcorn, call numbers, work the floor and sell raffle tickets. The bingo program is intended to provide fellowship and expand our community of Christian members.

Fish Fry

Fish fries are held on various Fridays throughout Lent each year. Proceeds support Holy Spirit Parish and Youth Ministry. Many areas of talent are needed, such as, marketing, food preparation, set-up, serving and take down.

Grandpa Patrol

The Grandpa Patrol is a group of retired men who come together on Tuesday mornings for worship, socialization and work on small maintenance projects in the parish and school. These men represent the spirit of the parish. They are here to minister and serve!

Jump N' Jive Musical

This is a 2 day production tentatively scheduled during February on a Friday and Saturday. Marketing, planning and recruitment of talent begins in late summer the year before. All forms of talent are needed as well as various volunteers for ticket sales, concession stands and many other areas.

Knights of Columbus

Catholic family fraternal, service organization which helps bring Catholic faith to life in our parish and in our community.

Media & Communications Committee

This committee has been formed to produce a parish newsletter, "The Spirit", as well as put together other forms of media for new and existing parishioners which will inform them of parish committees, areas of volunteering and general information on who and where to call with questions.

Mission Group

For over 40 years a group of women get together every Tuesday from September thru the end of May to make quilts. 400 to 500 quilts are given away each year to various local organizations, as well as at most parish functions.

Office Volunteers

Assists the Parish office by answering phones, stuffing bulletins, preparing mailings, and other miscellaneous tasks. Time involvement varies from 2-3 hours per week to every other week.

Ministry of Parish Life (Continued)

Parish Picnic Committee

A chaired group of parish volunteers that lead the picnic held the third Saturday and Sunday in August. There are many sub-committees where your skills and talents can be used i.e., games, chicken dinner, advertising, raffle, etc.

SCRIP

An ongoing fund raiser benefiting parish, school, faith formation, Catholic Heart Work Camp, Xavier and St. Mary Catholic High Schools.

Special Events Set-Up

Assist in setting up tables, chairs and staging for special events, funerals, retreats, etc. Called into service as needed.

Stewardship Committee

Promotes stewardship as a way of life for all members of the parish community. Coordinates the annual stewardship campaigns for treasure (September) and time & talent (May). Meetings scheduled as necessary.

Other Ministry Involvement

Holy Spirit Parish is always identifying areas for ministry that would further enhance services to our parishioners and the community. If you have a talent that you would like to share that is not included in an existing ministry, please let us know. It could be an area that is a future goal, but Holy Spirit has not had the resources to develop. Consider your profession and other volunteer experiences. What do you do well?

Ministry of Administration

Buildings and Grounds Committee

A sub-committee of the finance council which guides development and maintenance of parish property, building facilities, and capital equipment. Monthly meetings are held.

Education Committee

This committee is responsible for the development of policy for Holy Spirit School. Meetings are held monthly September through June.

Faith Formation Committee

This committee is responsible for the development of policies related to the religious education of students who attend public schools. The committee also oversees and supports the development of adult education programs. The committee meets monthly, except for the month of July.

Finance Council

Plans and oversees budget, advises on revenue and expenditures, and monitors financial controls as they relate to the goals and mission established by Parish Council. Monthly meetings are held.

Holy Angels Cemetery Committee

Committee members should be informed, involved and concerned about the operation of the parish cemetery. In keeping with the Diocesan Rules & Regulations, the Pastor, after consultation with the parish finance council, shall appoint interested candidates to the committee for a period of three years and may be appointed for one additional three-year term. This committee will meet as often as needed, but a least annually.

Holy Name of Jesus Cemetery Committee

Committee members should be informed, involved and concerned about the operation of the parish cemetery. In keeping with the Diocesan Rules & Regulations, the Pastor, after consultation with the parish finance council, shall appoint interested candidates to the committee for a period of three years and may be appointed for one additional three-year term. This committee will meet as often as needed, but a least annually.

Parish Council

Parish Council is the main advisory board to the Pastor in the spiritual life and direction of the Parish. This committee defines the goals and mission of the parish and are responsible for long range planning. Meetings are held the fourth Thursday of each month.

Trustee

Trustees are corporate officers of the Parish. They oversee the financial condition of the Parish, sign checks, and consult and advise the Pastor. The Secretary Trustee is also a member of Parish Council. The Treasurer Trustee is also a member of Finance Council. The term of office is two years.

Holy Spirit School

Home School Association

Parent group dedicated to volunteer activities at the school.

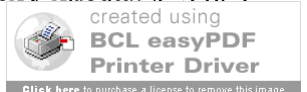
Third Source Funding Efforts

A Committee dedicated to raising funds to supplement the educational programs of the school. Major focus during the year includes Spirit of Christmas, Mardi Gras, Corporate Matching Funds programs and the Annual Campaign for Education.

- Spirit of Christmas
Annual craft fair, luncheon, and homemade candy sale held the first weekend in November. Consists of many sub-committees. All skill and talent levels are welcome.
- Mardi Gras
A pre-Lenten fund raiser consisting of a dinner, silent auction, raffle, and entertainment. Consists of many sub-committees. All volunteers are welcome.
- Corporate Matching Funds
Some employers match employee donations to the school or donate funds for employee volunteerism.
- Annual Campaign for Education
This annual drive invites alumni, parishioners and corporate givers to direct a contribution to one of four educational programs (1) Holy Spirit School (2) Faith Formation (3) Youth Ministry or (4) Father Fuller Endowment.

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