



STEWARDSHIP OF SERVICE GUIDEBOOK

St. Jude the Apostle Parish

Oshkosh, Wisconsin



*As each has received a gift,
use it to serve one another,
as good stewards of God's varied grace.*

-1 Peter 4:10

My brothers and sisters in Christ,

St. Jude the Apostle Parish is a community of deep faith and genuine hospitality. Whether someone is coming to our parish for the first time or has been part of our parish family for a long time, all can see that this spirit of companionship is strongly rooted in our rich, blessed soil.

To be faithful followers of Jesus Christ we must stay united in our call to action. *“Let your light shine before men, that they may see your good works and glorify your*

Father in Heaven.” (Matthew 5:16) How we share our gifts with others reflects upon our commitment to live our baptismal call and lead a life worthy of being called a Christian.

There are many opportunities to share our talents and gifts through different parish ministries. Each plays a vital role in ministering to all who come to St. Jude seeking. If you currently serve in some capacity, please accept our sincere thanks. If you are looking for ways in which to serve, please consider one or more of the opportunities our parish has to offer. Even one hour a month makes us a more vibrant community!

May we each feel the Holy Spirit in action within us, the presence of Jesus around us, and our Heavenly Father guiding us. May we walk together as brothers and sisters on the path of true Discipleship through being good stewards of the gifts given to each of us!

Abundant blessings,

Deacon Brad Gallenberg

Pastoral Leader



*The point is this:
whoever sows sparingly will also reap sparingly,
and whoever sows bountifully will also reap bountifully.
Each one must give as they have decided in their heart,
not reluctantly or under compulsion,
for God loves a cheerful giver.
—2 Corinthians 9:6-7*

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LITURGICAL MINISTRY

Contact: Michael Wilms
mwilms@stjudeoshkosh.org, (920) 235-7412

Lector

Time Commitment: Once a month, or more often if desired

- Has knowledge, appreciation, and love for the Scriptures.
- Proclaims the Word of God in the Scripture readings to all the faithful gathered at the liturgy, after having spent time praying with the passage.
- Has a strong, clear voice and good reading skills.
- Training provided.

Extraordinary Minister of Holy Communion

Time Commitment: Once a month, or more often if desired

- Assists the priest and deacon in distributing the Body and Blood of Christ to the congregation.
- Must be at least 18 years old and confirmed.
- Receives required Diocesan and Parish training.

Altar Server

Time Commitment: Once a month, or more often if desired

- Assists the priest and/or deacon during Mass and other liturgical celebrations.
- Carries the processional cross; holds Prayer Books; rings bells.
- Open to any boy or girl, man or woman, grade 4 to adult.
- Mentorship provided until comfortable to serve on your own or with another.

Funeral Mass Server

Time Commitment: As needed

- Assists the priest and/or deacon during funeral Masses

Sacristan

Time Commitment: Once a month, or more often if desired

- Assists with preparation, care, and maintenance of liturgical vessels.
- Checks in liturgical ministers scheduled for a given Mass.
- Training provided.

Altar Linen & Vessel Minister

Time Commitment: Once a month, or more often if desired

- Assists with the laundry and repair of altar linens, servers' and priests' albs.
- Restocks and maintains candle holders.

Greeter

Time Commitment: Once a month, or more often if desired

- Has a loving heart and welcoming spirit.
- Welcome people as they enter the church and offer them a Worship Aid.

Usher

Time Commitment: Monthly rotation 3 times a year

- Welcomes people and assists them with finding seats.
- Handles Mass collection and records Mass attendance.
- Passes out bulletins.
- Enlists people to present the Offertory Gifts.
- Reorganizes pews after Mass.
- Is the first to respond to emergencies.
- Open to men and women.

Worship Environment Committee

*Time commitment: 1-4 hours whenever church decorations are changed.
(more help needed around Christmas + Easter)*

- Enhances the atmosphere to foster great encounter through worship.
- Creates a welcoming and attractive interior and exterior church environment.
- Highlight the liturgical and seasonal cycles throughout the year.
- Assist in decorating the Church halls, bringing more life and beauty to Church events.

Children's Liturgy of the Word

Contact: Courtney Foster
cfooster@stjudeoshkosh.org, (920) 235-7412

*Time commitment: Once a month during the 10:00 am Mass at
St. Vincent, or more often if desired.*

- Assists with weekly presentation, based on the Sunday's scriptures, for children ages 3-7.
- Helps supervise activities designed around the Gospel message.

MUSIC MINISTRY

Contact: Marshall Potter
mpotter@stjudeoshkosh.org, (920) 235-7412

Cantor

Time commitment: Once a month, or more often if desired.

- Pleasant and pitched singing voice.
- Ability to read music.
- Capable of leading the assembly in the sung portions of the Mass.
- Ability to sing "solo" to lead the Psalm Response and the Gospel verse as required.

Instrumentalist

Time commitment: Occasional feast days, or more often if desired.

- Accompanies cantor and/or choir as needed at more festive liturgies.
- Proficient on a given instrument, whether string, woodwind, or brass.
- Keyboard accompanists also welcome.

Choir

*Time commitment: Rehearsal Wednesdays 6:30 pm-8:00 pm
plus singing at Mass twice a month*

- Open to anyone in high school or older.
- Sings at Mass twice a month, alternating between the Sacred Heart and St. Vincent sites, and for special services such as Holy Week and Christmas.

WELCOME MINISTRY

Funeral Bereavement Team

Contact: Bertie Albright

balbright@stjudeoshkosh.org, (920) 235-7412

Time commitment: As needed.

- Provides support to families and guests before, during, and after funerals.

Livestreaming Assistant

Contact: Caleigh Lippert

clippert@stjudeoshkosh.org, (920) 235-7412

Time commitment: Once a month, or more often if desired.

- Assists in filming the 4:30 pm Saturday Mass and livestreaming it to the parish Facebook page.
- Training provided.

CATHOLIC RELIGIOUS EDUCATION

Contact: Courtney Foster
cfoster@stjudeoshkosh.org, (920) 235-7412

Preschool Teacher or Aide

Time commitment: 2-3 Wednesday evenings per month during the school year, plus annual training sessions for catechists.

- Presents material to young children based on the Catechesis of the Good Shepherd.

Religious Education

Time commitment: 2-3 Wednesday evenings per month during the school year, plus annual training sessions for catechists.

- **Catechist:** Teaches the Catholic faith to a class of children from the parish.
- **Classroom aide:** Assists catechists as needed during RE classes.

High School Youth Minister

Time commitment: As needed

- Helps lead large and small group gatherings and non-gathered activities

SACRAMENTAL PREPARATION

FOCCUS Couple

Contact: Deacon Brad Gallenberg
bgallenberg@stjudeoshkosh.org, (920) 235-7412

Time commitment: As needed.

- Married couples who help “facilitate” the process of preparing our engaged couples for the sacrament of marriage.
- FOCCUS stands for Facilitating Open Couple Communication, Understanding, and Study.
- Training is provided.

OCIA Mentor

Contact: Michael Wilms
mwilms@stjudeoshkosh.org, (920) 235-7412

*Time commitment: Attendance at weekly meetings strongly encouraged,
participation in Easter Vigil Liturgy*

- Builds one-on-one relationships with adults preparing to enter the Church.
- Helps those going through OCIA to grow spiritually and prepare for initiation.
- Must be a confirmed, practicing Catholic.

PRAYER AND PASTORAL OUTREACH

Prayer Chain

Contact: Jim & Paulette Rasmussen, (920) 688-3237

Time commitment: As needed

- Reads and/or listens to prayer intentions, devoting a portion of your prayer life to the needs of others.
- Add your phone number to the Prayer Chain and ensure that these prayer intentions are offered to God.

Marian Prayer

Contact: Nancy Jungwirth, (920) 231-9026

Time commitment: 1 hour per week

- Thursdays at 1:00 pm in Sacred Heart Church.
- Join us for all or part of the afternoon.
- Prays for peace in our families, our community, and our world, as inspired by our Blessed Mother and the Holy Spirit.
- Includes Exposition and Adoration of the Blessed Sacrament, the Consecrations to the Sacred Heart of Jesus and the Immaculate Heart of Mary, quiet time, and three rosaries.

Legion of Mary

Contact: Don Bruex, dbruex@att.net, (920) 740-3177

Time commitment: Weekly meetings for prayer and rosary, and two hours each week of apostolic work.

- Men and women striving to become holy, loving God, living our faith, and sharing that faith with others following the example of Our Blessed Mother.
- Meets for rosary and discussion at 1:30 pm each Tuesday at the St. Jude Parish Center
- Come as a guest to any meeting... There is no obligation

Adult Faith Formation Leader

Contact: Michael Wilms

mwilms@stjudeoshkosh.org, (920) 235-7412

Time commitment: 1-2 hours per week during programs

- Helps facilitate small group discussion during adult faith programs such as Bible study, book groups, saint study, etc.
- No expertise needed, just a willingness to welcome others and encourage them to share their thoughts and experiences.
- Extra help needed during Advent, Lent and Easter.
- Training provided.

Men's Spirituality: That Man is You (TMIY)

Contact: Bruce Dumann

bdumann@new.rr.com, (920) 231-3527

Time commitment: 1-1.5 hours a week in Fall and Winter/Spring

- Interactive men's program combining the best research from science with the teachings of the Catholic faith and the wisdom of the saints to develop the vision of man fully alive.
- Early-morning Wednesday meetings include breakfast, video presentation, and small group discussion.
- Open to men from all Oshkosh parishes.

City-Wide Adoration Chapel

**Contact: Kathie Reed; kathiereed_3@yahoo.com
or Cindy Hable; mchablewlj@hotmail.com, (920) 203-4348**

*Time commitment: Visit any time the chapel is open or commit
to 1+ hours per week.*

- City-wide Adoration Chapel, located at St. Mary's Church (Most Blessed Sacrament Parish) *(location soon to change to St. Jude Parish, Sacred Heart site)*

Care Minister

**Contact: Bertie Albright
balbright@stjudeoshkosh.org, (920) 235-7412**

*Time commitment: Monthly meetings, and individual visits as mutually
agreed upon*

- Actively brings the love of God to anyone in need of a one-on-one listening presence and opportunity to pray within the comfort of their own residence.
- Training provided.

Communion to the Homebound/Hospitalized

**Contact: Bertie Albright
balbright@stjudeoshkosh.org, (920) 235-7412**

Time commitment: 2-3 hours every 2 or 3 months

- Brings communion to homebound or hospitalized parishioners.
- Training provided.

SOCIAL OUTREACH MINISTRY

St. Vincent de Paul Society

Contact: John Plichta

jplichta@sbcglobal.net, (920) 479-1845

Time commitment: Monthly meetings, home visits, and/or volunteering at our St. Vincent de Paul store as a clerk or organizing donations

- Helps in a variety of capacities to serve those in need in our community.

Knights of Columbus (Council 614)

Contact: Jay Schaefer

kofc614@gmail.com, (920) 410-1284

Time commitment: Monthly meetings and various service opportunities

- Catholic men's service organization.

Father Carr's Place 2B

Contact: info@fathercarrs.org, (920) 231-2378

Time commitment: Varies

- Helps provide salads, casseroles, and desserts to Fr. Carr's dining room. Cash donations also accepted.
- Other voluntary opportunities are available as well.

SOCIAL EVENTS

Coffee & Donut Sundays

Contact: Kathy Dodge (920) 235-1555

Time commitment: 2 hours per month September through May

- Helps set up and serve coffee and donuts once a month after 8:00 am and 10:00 am Sunday Masses.

Senior Young-at-Heart Potluck Committee

Contact: Courtney Foster

cfoster@stjudeoshkosh.org, (920) 235-7412

Time commitment: 1-2 planning meetings a year, plus monthly potluck lunches from September through May

- Helps plan the year's programming (September-May).
- Helps set up and/or take down decorations.
- Helps serve the luncheon items.
- Gives general hospitality throughout the luncheon.

Fall Festival

Contact: Deacon Brad Gallenberg

bgallenberg@stjudeoshkosh.org, (920) 235-7412

Time commitment: 3-5 hours on day of festival

- 3-5 hours for decorating or working at the festival selling food, selling raffle tickets or running children's games.

OTHER VOLUNTEER OPPORTUNITIES

EAA

Contact: Barney Schmitz

schmitzstorm1523@att.net, (920) 573-9005

*Time commitment: 4-5 hour shifts during EAA week,
or as needed for hospitality*

- **Food booth:** Cooks or serves in the parish Food Booth.
- **Housing/Hospitality:** Hospitality for guests staying in rooms at the Parish Center (cleaning and preparing rooms for guests, grocery shopping, providing breakfast items as necessary).

Summer Farmers' Market

Contact: Bertie Albright

balbright@stjudeoshkosh.org, (920) 235-7412

*Time commitment: Baking once a month from June-September,
or volunteer at booth for 4 hours once per summer*

- **Baker:** Bakes goodies for our parish booth, the second Saturday of the month from July-September. Drop off at Parish Office by noon the previous Friday.
- **Booth Volunteer:** Works the booth at the market.

Front Office Assistant

Contact: Deacon Brad Gallenberg

bgallenberg@stjudeoshkosh.org, (920) 235-7412

Time commitment: 4 hours per week

- Answers phones with a clear and friendly demeanor.
- Greets visitors who come into the office warmly.
- Assembles mailings.
- Assists staff in various administrative tasks as needed.

Building & Grounds

Contact: Michael Cheskie

mcheskie@stjudeoshkosh.org, (920) 235-7412

Time commitment: As needed

- Join the Building and Grounds team to help ensure that our places of worship and faith formation are well maintained.

Babysitting

Contact: Courtney Foster
cfoster@stjudeoshkosh.org, (920) 235-7412

Time commitment: As needed

- Watches young children during adult faith events so that parents can participate in programs

Caring for God's Creation Committee

Contact: Caleigh Lippert
clippert@stjudeoshkosh.org, (920) 235-7412

Time commitment: Monthly meetings and related activities/programs

- Focuses primarily on ecological and environmental issues that affect parish life, through education and advocacy.

Church Opener

Contact: Deacon Brad Gallenberg
bgallenberg@stjudeoshkosh.org, (920) 235-7412

Time commitment: Once a month

- Unlocks church doors and turns on lights 1.5-2 hours before Mass on Saturday afternoon or Sunday morning.

Miscellaneous Projects

Contact: Bertie Albright
balbright@stjudeoshkosh.org, (920) 235-7412

Time commitment: As needed

- Assists with birthday cards to young and elderly parishioners
- Other duties as assigned



Continue on your **Journey of**
Christian Missionary Discipleship
within St. Jude the Apostle Parish
by sharing the gifts
that God has given to you.

Contact:

office@stjudeoshkosh.org

(920) 235-7412

stjudeoshkosh.org

