



Stronger TOGETHER

Welcome to Our 2021 Time & Talent Opportunities

Every ministry has needs and gladly welcomes you as a new or returning member. Let us know where you plan to serve this year. You'll be in good company! Even during these challenging times, almost all of our parish ministries continue and practice pandemic safety protocols.

If you receive our emails, you likely received this book along with a link to the commitment page, which may be returned electronically. All materials are also on the parish website.

Each committee/ministry has a contact person listed if you should have questions or desire more information before making decisions. Additionally, our Pastoral Staff members are included in the ministry headers if you wish to contact them.

To volunteer, please complete the reverse side. Write the corresponding letter for the person in the box next to each ministry on the response sheet in the new (N) or continuing (C) column. Please remove this page and return it in the Offertory basket or to the Parish Office. Opportunities available to youth are in **blue**. Contact the Stewardship Office with questions at 375-6500, x122 **Thank you!**

Parish Website: www.stjosephgrafton.org
Parish email: parish@stjosephgrafton.org
Parish Phone: 262-375-6500

THE HANDS OF CHRIST...

OPEN TO ALL



Pastoral and Administrative Leadership

10 - Pastoral Council

Contact: Daniel Koziczkowski (262) 387-0468
kozzes@wi.rr.com

- Assists our Parish Director as a vehicle for the parish to fulfill the pastoral mission of Jesus and the Church.
- Engages in a continuous process of pastoral planning, taking into account the needs and priorities of its parishioners, the Archdiocese, the broader community, and the world.
- Active members 18 years and older are called to serve through a discernment process.
- Monthly Council meeting, each member is also assigned as a liaison to one parish committee.
- The total monthly time commitment is 3-5 hours per month.

20– Technology Ministry Team

Contact: Jay Frymark (262) 375-6500, x102
jfrymark@stjosephgraffton.org

- Guides the use of technology for all ministries.
- Maintains, develops, and plans for the technology needs of our parish, school, networks and equipment.
- Works with parish and school websites, and communication and evangelization efforts.
- Meetings: 3 times per year, and on special project sub-committees.

21 - Stewardship Committee

Contact: Madonne Rauch (262) 375-6500, x122
mrauch@stjosephgraffton.org

- Help plan annual time & talent effort and appreciation events, welcome new parishioners, provide guidance during annual Stewardship of Treasure appeal.
- Lead people to growth as mature Christian disciples by deepening engagement in prayer, service and sacrificial giving.
- Meetings: monthly

Community

30 - St. Joseph Feast Day Celebration

Contact: Madonne Rauch (262) 375-6500, x122
mrauch@stjosephgraffton.org

- Parish wide celebration which coincides with the feast day of St. Joseph on March 19 .
- Assistance is needed with purchasing, cooking, setting up, serving, and cleaning up after the event in 2022.
- Time commitment : 2-6 hours

31- Fish Fries – 2022

Contact: TBD
schooloffice@stjosephgraffton.org

- Held on 5 Fridays of the Lenten season.
- Proceeds benefits parish and school opportunities.
- Time commitment: Fall preparations, weekly setup, cooking, serving, cleanup and advertising.

Hospitality

Contact: Madonne Rauch (262) 375-6500, x122—mrauch@stjosephgraffton.org

40 – Parish Hospitality Team

- Provide food setup, serving, and cleanup for meetings, celebrations and other events throughout the year.
- Participate based on your availability— No meetings! No cooking!
- Contacted as needed..

41 - Baker/Desserts / 42 - Appetizers

- Provide homemade treats or appetizers for our many parish events.
- Contacted by postcard as needed.



Ministry of Community & Stewardship, cont.

Buildings and Grounds

50 - Building Maintenance Committee

Contact: Jay Frymark (262) 375-6500, x102

jfrymark@stjosephgrafton.org

- This committee of the Finance Council provides advice and assistance to the parish's Director of Administration on major building and equipment improvements or repairs.
- Assist in the long range planning, give direction and assistance on project bids, and provide expertise as needed.
- Ideal members have knowledge of electrical, plumbing, carpentry, masonry, HVAC, general building construction and/or decorating.
- Called upon as needed.

51- Carpentry / 52- Electrical 53- Plumbing / 54 - Painting

- Called upon as needed.

55 - Church Cleaning Team Member

- Assist the custodial staff by helping to keep the worship and gathering space of our church building neat and hospitable to all.
- Primary responsibilities include dusting & vacuuming.
- Time commitment - about 2 hours per month.

56 - Grounds Committee

Contact: Mary Lou Janowitsch (414) 412-7199

hjanowitsch@wi.rr.com

- Ensure that our grounds are well maintained and plan for the future development and improvements of our landscape design.
- Love of flowers, plants and trees, creativity of landscaping, working outdoors, and/or knowledge of outdoor equipment.
- Assist with planting flowers, shrubs, watering and spreading mulch, etc. Changing the outdoor planter décor with the seasons.
- Adopt a flower bed as your time allows.
- Parishioners of all ages are invited to help out with these events.
- Meet as needed and may be called upon as needed.

57 - Clean Up Day Planning Team

Contact: TBA / parish school with questions (262) 375-6505

schooloffice@stjosephgrafton.org

- Plan & publicize annual parish & school clean up date, to be determined.
- Lead a designated cleaning area.
- Assist in organizing clean up schedule.
- Create volunteer schedule.
- Provide refreshments.

58 - Cemetery Committee

Contact: Jay Frymark, 262-375-6500, x102

jfrymark@stjosephgrafton.org

- Develop and administer policy and procedures for cemetery care.
- Responsibilities include assisting with general care of landscaping and graves.
- Plan for future, e.g., acquire additional land and columbarium.

Talents & Services

60 - Office Assistance

To resume when protocol allows.

Contact: Barb Newton, 262-375-6500, x100

parish@stjosephgrafton.org

- **Sunday morning - 9 am - noon or**
- **Saturday - 5 - 5:30 pm**

Saturdays & Sundays are scheduled on a rotating basis. Duties include: answer phone, greet & assist visitors, register new parishioners, schedule Mass intentions. Orientation is provided.

61 - Technology Support

Contact: Jay Frymark, 262-375-6500, x102

jfrymark@stjosephgrafton.org

- Provide technology support during liturgies and, at times, during presentations, meetings and events.
- Provide in-house tech support to office, school and staff.



70- School Advisory Council

Contact: Jenny Marquardt (414) 412-2208
jen_scud@yahoo.com

- Develops and defines policies that govern the operation of the parish school.
- Must be at least 18 years of age and have an interest in providing a sound Catholic education for the children of our parish.
- Term—3-years serving no more than two consecutive terms.
- Members are selected through the discernment process.
- Meetings—monthly during the school year.

71- Hot Lunch Volunteers

Contact: Sue Henke (262) 375-6505, x150
schooloffice@stjosephgraffton.org

- Assists in serving lunch (food prep and kitchen clean up).
- Time commitment is arranged with the school secretary.

72- Library Volunteer

Contact: Renee Peplinski (262) 375-6505, x162
library@stjosephgraffton.org

- Read to school children or help out in the library.
- Every Wednesday during the school year.
- Can volunteer for an hour or more.

73 – Home & School SCRIP Sales

Contact: Sue Henke (262) 375-6505, x150
schooloffice@stjosephgraffton.org

- Sell SCRIP gift cards following Masses.
- One weekend per month during the school year.
- Volunteer for the Masses and dates that fit your schedule.
- Orientation provided.

74- St. Joseph Athletic Ministry (SJAM)

Contact: Paul Marti (414) 241-9305
pmarti911@gmail.com

- Promote our children’s growth with the aid of athletics by providing an encouraging atmosphere from which children can enjoy participation in playing team sports: basketball, volleyball and track.
- Meetings: monthly
- Additional time commitment varies, depending on involvement, which may include:
 - attending regular home games (1-2 hours/5-6 times year),
 - coaching (3-5 hours / week during the season),
 - helping with our annual basketball tournament (3-5 hours once a year),
 - help is also needed with concessions, promotion, handyman type work, website updating and encouraging school spirit.

All school volunteers attend an Archdiocesan Safeguarding All God’s Children training session and participate in a Criminal Background Check.



80 - Human Concerns Committee

Contact: Tim Burke (262) 665-4595
t-burke@sbcglobal.net

- Represents St. Joseph Church by fulfilling our Baptismal call to serve one another, guided by the Principles of Catholic Social Teaching along with the Corporal and Spiritual Works of Mercy.

Mission Statement: "We are a community of believers who create an awareness of the poor and address the causes of injustice, while providing opportunities to be blessings to each other."

Committee members prayerfully study and choose organization's requests for monetary donations or service.

- Meetings—monthly on 3rd Sunday @ 8:30 am in the Computer Lab.

81- St. Vincent de Paul Society

Contact: Kitty Tector (262) 536-4334
kitector14@twc.com

Performs person-to-person contact with the needy in the Grafton community. Provides financial assistance, food, clothing, furniture, household goods and information on other available resources. **Additional members are needed at all levels of membership, especially active members.**

1. **Active members :**
Meetings: Twice monthly and client meetings
2. **Associate members:**
Help with special events (Thanksgiving Baskets, Giving Tree, & Bundle Sunday) & volunteer at SVDP Thrift Store as desired.
3. **Contributing members:** regularly donate funds
4. **Youth members:** see page 11.

82- Habitat for Humanity

Contact: Mike Younger (262) 212-3202
youngerma1@yahoo.com

- Builds homes for people who cannot afford a residential mortgage.
- Serve on one or more committees (Carpentry, Plumbing, Electrical, Family Selection, Fundraising, Volunteer Coordination, Lunches, Building and Land Selection, Publicity, all with all needed work).
- No experience necessary / training is provided.

83 - Gay and Straight in Christ Leadership Team

Contact: Mike Haischer (414) 412-6424
mhaischer@gmail.com

- Mission: We welcome, support and affirm LGBT (lesbian, gay, bisexual, transgender) persons, their families and friends, and those who wish to stand in solidarity with them in Christ. This ministry works to help the LGBT community find and take its rightful place within the parish and Catholic community.
- Focus on service to the parish and community.
- Support one another through prayer, faith sharing, and discussion.
- Meetings: monthly – TBD

84 - Los Toros Mission Council

Contact: Mike Haischer (414) 412-6424
mhaischer@gmail.com

Dedicated to building solidarity, understanding and compassion with the communities of Los Toros, Azua, Dominican Republic—for 30 years!

Meetings:

Mission Council— monthly on 3rd Wednesday
Sub-committees (meet at other times)

- Beca (Scholarships)
- Buildings & Utilities
- Finance
- Human Concerns
- Health & Dental
- Communications

Help is needed both on the home front and on mission trips to Los Toros. The ability to speak Spanish is not necessary. We need your gifts and talents - all are welcome to join the effort!



Ministry of Service, cont.

Pastoral Care

90 - Minister of Care

Contact: Sandy Michalski (262) 377-4688
schmichal12@gmail.com

- Visit, pray with, and distribute Eucharist to our homebound, residents of assisted living, nursing homes & hospitals
- Regular visits are made on Monday, Wednesday, Friday and Sunday mornings
- Volunteers are scheduled monthly or more frequently if your schedule permits.

91 - Time in Prayer

- Share time in prayer for our parish, our community and our world.

92 - Bereavement /Grief Support Committee

Contact: Joyce Schmid (262) 375-8286
jschmid@wi.rr.com

- Contacts the family of the deceased to provide support as they grieve their loss.
- Provides a 5 session grief support series in the Spring of the year plus a 1 day Grieving Thru Holiday Retreat.

93 - Prayer Shawl Ministry

Contact: Carol Arentz (262) 375-0673 jcarentz@gmail.com
Joan Raasch (262) 365-8656 joanhfn@outlook.com

- Provide hand knit or crocheted shawls to the sick, grieving families and Hospice care facilities.
- Enjoy knitting and/or crocheting or the group will help you learn.
- Meetings: monthly on the 3rd Thursday, except during summer.

Hunger Ministry

Contact: Susan Federman (262) 339-3390 - susanfederman62@gmail.com

100 - Farmers' Market

- Sunday mornings, June thru September. Proceeds raised benefit Los Toros Mission. Fresh produce is provided to community members.
- Choose one or more:
 - a) donate produce to the market,
 - b) assist with running the market on Sunday,
 - c) help with St. Joseph Parish Community Garden.

101 - All Saints Meal

- St. Joseph Parish prepares and delivers a meal to All Saints Parish in Milwaukee every second Thursday.
- Choose one or more:
 - a) prepare chili (recipe provided)
 - b) transport food to All Saints
 - c) make desserts

102 - St. Ben Meal

- St. Joseph Parish prepares and serves a meal on the first Friday of the month.
- Choose one or more:
 - a) prepare lasagna (recipe provided)
 - b) prepare salad (recipe provided)
 - c) prepare jello
 - d) transport food to St. Ben
 - e) serve the meal at St. Ben

103 - Costco - The Gathering Food Delivery

- Volunteers pick up donated food from Costco at 9:00 a.m.
- Volunteers can sign up for one or as many Saturdays as they like.
- Time commitment: about 90 minutes.

All volunteers driving on behalf of the Parish and School need to follow Approved Driver Guidelines set by Catholic Mutual Insurance.



Lifelong Faith Formation

Baptism

Contact: Christian Formation Office (262) 375-6500, x120
cfoffice@stjosephgraffton.org

110A - Parent Preparation Session Facilitator

- Prepare parents for the baptism of their child through small group discussion, presentation of the various symbols and their meanings, and walking through particular steps.
- Requires a sense of hospitality / Individuals or couples are invited.
- Called upon 3-4 times a year to facilitate 1 1/2 hour session.
- Training and materials are provided.

110B - Baptism Hosts

- Greet baptismal families at church on the day of baptism and guide them through the Mass.
- Baptisms are held on the 2nd Sunday of the month, and participation is based on your availability.

RCIA (Rite of Christian Initiation of Adults)

Contact: Ken Stanczyk (262) 375-6500, x 104
kstanczyk@stjosephgraffton.org

111A - Catechist

- Lead sessions for adults interested in joining the Catholic Church, supporting them as they journey toward the Sacraments of Initiation through prayer, instruction, personal reflection, and faith sharing.
- Requires a love of Catholic faith and the ability to welcome all.
- 6-12 month commitment, which includes weekly catechetical sessions.

111B - RCIA Sponsor

- Walk with the RCIA catechumens and candidates on their faith journey to full initiation into the Catholic Church.
- Requires a love of Catholic faith and the ability to welcome all.
- 6-12 month commitment, which includes weekly catechetical sessions, Masses and other parish functions.

Marriage Preparation

112—FOCCUS Couple

Contact: Jay & Vicki Loehr (920) 254-4682
jayloehr@gmail.com

- FOCCUS is a pre-marriage inventory tool intended to get engaged couples talking about important topics related to marriage.
- Married FOCCUS couples work with engaged couples to administer the inventory and facilitate the couple's discussion of the results, sharing their 'real life' experiences of marriage along the way.
- FOCCUS couples meet with each engaged couple two or three times, and work with 2-3 couples a year.
- Training is provided through the Archdiocese of Milwaukee.

113 - 50 Plus Planning Committee

Contact: Hope Holland-Mullins (262) 365-9823
hopester105@gmail.com

- Provide social and formational activities for our senior parish members.
- Assist in serving at the monthly gatherings.
- Meet monthly to plan each event.

114 - Small Communities of Faith

Contact: Ken Stanczyk (262) 375-6500, x104
kstanczyk@stjosephgraffton.org

- Groups meet on a regular basis to share and study scripture and/or faith.
- Tuesday Morning Scripture Study
- Open to other groups forming

115 - Women on the Go

Contact: Hope Holland-Mullins (262) 365-9823
hopester105@gmail.com

- A women's group designed to provide interesting and fun activities each month.
- Meet as needed to plan and organize activities.



Ministry of Word, con't.

Child & Middle School Youth Ministry (K4—Grade 8)

Contact: Sheri Hanson (262) 375-6500, x175
shanson@stjosephgraffon.org (except where noted)

120 - Child & Middle School Catechist K4-Grade 8

- Plan and implement activities for small groups of children in K4-Grade 8 to share and learn more about their faith.
- Classes are twice a month on Sunday mornings (9:15 a.m.—10:15 a.m.)
- Lesson plan guidelines and resources are provided.

121—Child & Middle School Class Assistants

- Assist catechists in leading small groups of children in K4-Grade 8 in sharing and learning more about their faith.
- Classes are held twice a month on Sunday mornings (9:15 a.m.—10:15 a.m.)
- Serve as substitutes for catechists.

122—Child Ministry Retreat Leaders

- Assist at First Reconciliation, First Communion and/or 3rd–5th grade retreats by leading small groups of children in sharing and learning more about their faith.
- Meet twice before the retreat to plan and prepare.
- Youth leaders welcome.

123—Child & Middle School Youth Ministry Hall Monitors

Supervise hallways during Child and Middle School Youth Ministry classes and assist catechists and parents as needed. Hall monitors may be asked to serve as substitutes and to help with sacramental prep as needed. *Classes are held twice a month on Sunday mornings (9:15 a.m.—10:15 a.m.).*

124 -Middle School Youth Ministry Retreat Leaders

- Assist at one or all of the Middle School retreats by leading small groups of Grade 6-8 students in sharing and practicing their faith.
- Meet twice before the retreat to plan and prepare.
- Retreats: Holy Thursday Lock-In, Justice Do It, and Leadership Lock-In. Dates are announced in the fall.
- Youth leaders are welcome.

125 - Vacation Bible School Leaders

- Lead small groups of children in faith-based camp activities for one week in the summer.
- Meet with the VBS Team twice before the week.
- VBS dates are announced in the fall.
- Youth leaders are welcome.

126 - Sacramental Preparation Catechists (children and youth 4 years old – high school)

- Sacramental preparation catechists support children and youth in 3rd grade through 11th grade who were baptized as infants and are now preparing for 1st Communion or 1st Reconciliation and/or children and youth who are 8 years old or older and are preparing for the Sacraments of Initiation (Baptism, Eucharist, and Confirmation).
- Sacramental preparation catechists would work with families to schedule meeting times.

All Child & Youth Ministry volunteers attend an Archdiocesan Safeguarding All God's Children training session and participate in a Criminal Background Check.



Ministry of Word, cont.

High School Youth Ministry

Contact: Sheri Hanson (262) 375-6500, x175 - shanson@stjosephgraffton.org (except where noted)

130 - High School Youth Ministry Catechist (9—11 Grade)

- Catechists plan & implement activities for small groups of high school youth to share and learn more about their faith.
- Classes are held twice a month on Sundays, 9:15am-10:15am. Lesson plans and resources are provided.

131 - High School Youth Ministry Retreat Leaders

- Work with director to create and implement activities for youth on retreat.
- Retreats are held at St. Joseph Parish or a local retreat center.
- Participate in retreats that best suit your schedule. (day, evening, overnight or weekend)
- Resources and instructions provided. No experience necessary.

132 - High School Youth Ministry Hall Monitors

High School hall monitors supervise hallways during the High School Youth Ministry classes and assist catechists and parents as needed. Hall monitors may be asked to serve as substitutes and to help with sacramental prep as needed. *Classes are held twice a month on Sunday mornings (9:15 a.m.—10:15 a.m.).*

133 - Workcamp Mission Trip Prep Team

- Planning includes faith, community and skill building, travel, and fundraising.
- Meetings 1-4 per month depending on level of involvement.
- Please note: sign-up for attending Workcamp occurs separately from this brochure.

134 - St. Vincent de Paul-Youth Chapter

Contact: Karen Ruona (262) 377-9162
kmuona@yahoo.com

- Middle school and high school youth committed to hands on service and outreach.
- For youth and led by youth, under the guidance of an adult liaison and the adult chapter of Saint Vincent de Paul active at St. Joseph Parish.
- Meetings: Monthly meetings September—May (30-60 min)

All Child & Youth Ministry volunteers attend an Archdiocesan Safeguarding All God's Children training session and participate in a Criminal Background Check.

140 - Prayer & Worship Committee

Contact: Randy Hilgers (262) 375-6500, x106
rhilgers@stjosephgrafton.org

- Provides liturgical formation and ministerial opportunities for parish members and service to the assembly.
- Membership consists of those who are already involved in some aspect of Ministry of Worship.
- Meetings—monthly, September - June

141 - Altar Server (Family or Individual)

Contact: Scott Wiese (262) 376-0105
swiese@outlook.com

- Assist at the Lord's table during liturgies.
- Ages 10 through Adult are welcomed. You need to be responsible, dependable, respectful, and committed.
- Scheduling is done online allowing for flexibility.
- Training is required.

142 - Minister of the Eucharist

To resume when protocol allows.
Contact: TBD

- Assists in the distribution of the Eucharist with a sense of hospitality and a love of the Eucharist.
- Ministers are not scheduled, and will know they are needed by checking the Cross Board when arriving for Mass.
- New ministers are welcome, and will be contacted for a short training session.

143 - Minister of the Word (Lectors)

Contact: Faye Herrick (262) 618-4312
faye@msquad.net

- Proclaim the scripture readings and offer prayer petitions at Mass.
- Interested parishioners have a deep interest in scripture; are able to read clearly and audibly, interact with the Assembly through eye contact; and focus the Assembly's attention on the Word of God.
- Lectors proclaim every 4-6 weeks; schedules are emailed, and orientation is required.

144 - Minister of Hospitality—Usher

Contact: Dan Delorit (414) 236-1361
drdelorit@gmail.com

- Greet people, assist in seating, receive the Offertory collection, guide the congregation in receiving the Eucharist, distribute bulletins.
- Parishioners over the age of 16 are encouraged to join.
- Ushers are assigned to teams which are scheduled to serve at a specific Mass four months each year.

145- Liturgical Art and Environment

Contact: Barb Haebig (262) 488-2660
jimhaebig@gmail.com

- Assist in design, setup, and take down of decorations and/or care of flowers or plants in the worship area.
- Artist, interior decorator, seamstress, flower arranger, carpenter, designers are welcome!
- Time commitment varies with liturgical season; called upon as needed.

146 - Greeters

Contact: Mary Molaski (262) 377-9251
grfn@aol.com

- Greet those arriving for Mass.
- Arrive in time to begin greeting 15 minutes prior to Mass.
- A short training will be provided.

147 - Technology Support during Liturgies —NEW

Contact: Randy Hilgers (262) 375-6500
rhilgers@stjosephgrafton.org

Audio-visual support during liturgies.

Funeral Ministry

150 - Funeral Host

Contact: Brenda Cline 262-375-6500, x103
bcline@stjosephgrafton.org

- Greet and be present for families and friends of deceased during visitation when no funeral home is present.
- Assist with the placement of flowers, photos, etc.
- Orientation is provided.

151 - Resurrection Choir

Contact: Randy Hilgers (262) 375-6500, x106
rhilgers@stjosephgrafton.org

- Sings at parish funerals.
- Individuals who have a love of music are invited to join.
- Time commitment (including rehearsals) is about 1-1/2 hours for each funeral.

152 - Funeral Liturgy Ministry

Contact: Brenda Cline 262-375-6500, x103
bcline@stjosephgrafton.org

- Serve as Lectors, Eucharistic Ministers, Ushers and Altar Servers during funeral liturgies.
- Time commitment (including set up & clean up) is 1-1/2 hr
- Training is provided

153 - Funeral Hospitality

Contacts:

Jean Beck (262) 377-8407 Hope Holland-Mullins (262) 365-9823
kyha1966@yahoo.com hopester105@myway.com

- Assist with setup, serving, and cleanup for a funeral reception or luncheon.



Music Ministry

Contact: Randy Hilgers (262)375-6500, x106 - rhilgers@stjosephgrafton.org (except where noted)

160 - Parish Choir (Grades 9-Adult)

To resume when protocol allows.

- Leads sung prayer during Mass.
- Parish members 14 years of age and older with a love of music and some experience singing.
- Weekly rehearsals (Thursday evening) - Sept. - June.
- Sings at one Mass each weekend during those months.

162 - Cantor

- Lead sung prayer at weekend liturgies.
- Anyone with a music background is invited to join.
- Responsible for preparing prior to scheduled Mass.
- Scheduled approximately two times per month.

161- Instrumentalist

- Provide musical accompaniment for worship music.
- Called upon as needed: weekly or monthly.

Sacristy Ministry

Contact: Chris Skopek (262) 377-7642 - chris.skopek.7642@gmail.com

170 - Linen Launderer

- Ensure linens used during Mass are available for use.
- Instructions for laundering, folding, and ironing are provided.
- Each volunteer is assigned a month and is asked to take linens home each week and return them prior to the following weekend's liturgies.

171 - Minister of Preparation

- Prepare altar before Mass & clean vessels following Mass.
- Scheduled about once each month.
- Training is provided.

172 - Sacramental Supply Coordinator

- Monitors candles, hosts and wine supply for parish.
- Training is provided.



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