



# 2022 Time and Talent

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THE HANDS OF CHRIST...

OPEN TO ALL



## God's Blueprint

"Give and gifts will be given to you" Luke 6:38

We give the gift of our Time and Talent to God in thanksgiving of the abundant gifts He has given us.

When we use our God given gifts, it brings us joy!

Take a moment to think back on work, volunteering, and activities you've done in the past – what brought the greatest sense of joy and peace?

You can use these gifts in a variety of ways. Ministries can use thinkers, communicators, planners, leaders, collaborators, hospitality hosts, hands-on help, extra hands-on deck, your creativity, and more.

**To volunteer**, please contact the staff member that is listed at the top of the page. unless otherwise noted below ministry.

Throughout the year we will also solicit volunteers before events, seasonal startups and as needed.

**Opportunities available to youth are in blue.**

Questions please contact the Stewardship Office at 375-6500, x122  
Thank you!



### The Litany of Welcome

Who are you? Are you married with kids, worrying for them and committed to their welfare? Are you divorced? Are you married for the second, or even the third time? Are you a single parent struggling to make ends meet, but also hoping to have love in your life again? Are you gay or lesbian?

Well if you are, then you belong to us because you belong to Christ.

The Good News is that Christ is the host here and he welcomes you as part of his body. The words from the Gospel are addressed to you: Peace be with you.

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### PASTORAL AND ADMINISTRATIVE LEADERSHIP

#### Pastoral Council

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

- Assists our Parish Director/Pastor 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.

#### Technology Ministry Team

- 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.

#### Stewardship Committee

Contact: Madonne Rauch 262-375-6500 Ext. 122  
mrauch@stjosephgraffton.org

- Help plan annual time & talent effort and appreciation events, welcome new parishioners, provide guidance during annual Stewardship of Treasure appeal giving.
- Meetings: monthly.

### BUILDINGS AND GROUNDS

#### Building Maintenance Committee

- 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.

#### Carpentry \* Electrical \* Plumbing \* Painting

- Called upon as needed.

#### 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.

#### Clean Up Day Planning Team

- Plan and 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.

#### Grounds Committee

- 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.



#### Cemetery Committee

- 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.

## Ministry of Community

**Scott Wiese**, Director of Administration  
(262) 375-6500 Ext. 102  
swiese@stjosephgraffton.org

### SERVICE MINISTRIES

#### Office Assistance

- Sunday morning: 9:00 am - noon.
- Sundays are scheduled on a rotating basis.
- Duties include: answer phone, greet and assist visitors, register new parishioners, schedule Mass intentions.
- Orientation is provided.

#### Technology Support

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

"In God we live and move and have our being. It is God who gives life to all, who gives power and being to all that exists. But for his sustaining presence, all things would cease to be and fall back into nothingness. Consider that you are in God, surrounded and encompassed by God, swimming in God." Saint Mother Teresa.  
Out of love God perfectly and wonderfully made you. Yes! You are **God's Blueprint** .

## Ministry of Service

**Sheri Hanson**, Pastoral Associate  
(262) 375-6500 Ext. 175  
shanson@stjosephgraffton.org

### HOSPITALITY / COMMUNITY

#### St. Joseph Feast Day Celebration

- 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.

#### Baker/Desserts / Appetizers

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



#### 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..

#### Fish Fries

schooloffice@stjosephgraffton.org

- Held during the Lenten Season.
- Time commitment: Fall preparations, weekly set-up, cooking, serving, cleanup and advertising.





## HOSPITALITY / COMMUNITY

### Human Concerns Committee

- 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 the 3rd Sunday at 8:30 am in the Computer Lab.

### 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, along with 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.

### 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.

### The Litany of Welcome

Are you lonely? Are you a widow? Are you single man or woman who would prefer to have a spouse?  
Are you disabled or disfigured?  
Have you run out of luck? Are you living in shame?  
Have you been a prisoner?  
Well, whoever you are, you belong to us because you belong to Christ.

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### 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. Provide 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.**

- Active members:**  
Meetings: Twice monthly and client meetings.
- Associate members:**  
Help with special events (Thanksgiving Baskets, Giving Tree, and Bundle Sunday) and volunteer at SVDP Thrift Store as desired.
- Contributing members:** regularly donate funds.

### 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 and 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!



God has given us an even greater and more perfect sign of his love and will. He sent his son Jesus to be our way, our truth, and our life. Jesus does this by assuring us that he has come in loving obedience to his Father in heaven. He says and does only what the Father tells him. Find Jesus and you will find His plan for your life.

## Ministry of Service

Sheri Hanson, Pastoral Associate  
(262) 375-6500 Ext. 175  
shanson@stjosephgraffton.org

### PASTORAL CARE

#### Minister of Care

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

#### Bereavement /Grief Support Committee

- 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.

#### Time in Prayer

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

#### Prayer Shawl Ministry

- 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

#### 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.



#### St. Ben Meal

- St. Joseph Parish prepares and serves a meal on the first Friday of the month.
- Join us in preparing the food, baking dessert, transporting food or serving the meal.

#### All Saints Meal

- St. Joseph Parish prepares and delivers a meal to All Saints Parish in Milwaukee once a month.
- We need cooks, bakers and people to transport food.

#### 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: approx. 90 minutes.

#### The Litany of Welcome

Are you a newcomer here? An Immigrant maybe?  
Are you from another Christian tradition? Are you full of doubt today, like Thomas? Has it been a while since you darkened the doorway of a church? Or are you a regular, full of faith and enthusiasm for the parish? Well, whoever you are, you belong to us because you belong to Christ.

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



## Ministry of the Word

Sheri Hanson, Pastoral Associate  
(262) 375-6500 Ext. 175  
shanson@stjosephgraffton.org

### Lifelong Faith Formation

#### Baptism

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

##### 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.

##### 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) 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.

##### Lifelong Faith Formation Committee

- Reflect on, evaluate and lead Lifelong Faith Formation programming.
- Membership consists of those who are already involved in some aspect of Christian Formation.
- Meetings are monthly.

#### Marriage Preparation FOCCUS Couple

Contact: Jay and 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.

##### 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.

##### 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.



##### Small Communities of Faith

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

## CHILD AND MIDDLE SCHOOL YOUTH MINISTRY (K4—GRADE 8)

### Child and 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.

### Child and 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.



### 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 before the retreat to plan and prepare.
- Youth leaders welcome.

### Child and 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 am—10:15 am.

### 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 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.

### Vacation Bible School Leaders

Lead small groups of children in faith-based camp activities for one week in the summer.

- Meet as a VBS team before VBS to plan and prepare.
- VBS dates are announced in the fall.
- Youth leaders are welcome.



Anyone working with or alongside children needs to complete an initial Archdiocese Safe Environment training as well as a background check every 5 years.

### The Litany of Welcome

Are you struggling financially? Have you been laid off? Out of work because of downsizing? Does it seem like you can never quite get it all together? Well, if so, then you belong to us because you belong to Christ!

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## Ministry of the Word

John Knetzger, Associate Director of Child and Youth Ministry  
(262) 375-6500 Ext. 104  
jknetzgers@stjosephgraffton.org

### HIGH SCHOOL YOUTH MINISTRY

#### 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, 9:15 am-10:15 am.
- Lesson plans and resources are provided.

#### 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.



#### 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 am—10:15 am.



Anyone working with or alongside children needs to complete an initial Archdiocese Safe Environment training as well as a background check every 5 years.

#### The Litany of Welcome

Are you struggling with family-planning questions? Have you been a victim of abuse or violence, of a crime? Are you fearful? Are you a criminal or imprisoned? Do you have a past about which you feel ashamed? Are you homeless or hopeless? Well, if so, then you belong to us because you belong to Christ! You are welcome here today and he welcomes you as part of his body. The words from the Gospel are addressed to you: Peace be with you.

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#### Workcamp Mission Trip Prep Team

Contact: Sheri Hanson (262) 375-6500 Ext. 175  
shanson@stjosephgraffton.org

- 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.

## LITURGICAL MINISTRY

### Prayer and Worship Committee

- 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.

### Altar Server (Family or Individual)

- 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.



### Minister of the Eucharist

- 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.



When God's direction and purposes for us are unclear, don't be afraid to pray for guidance. It is through prayer that you will find your path. If we trust in God's Word, He will guide us back to the path chosen for us. Ask family and friends to pray for you as well. God knows our hearts and our struggles – Trust in Him.

Remember you are perfectly and wonderfully made you. You are **God's Blueprint**.

### Minister of Hospitality—Usher

- 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.

### Liturgical Art and Environment

- 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



### Technology Support during Liturgies

- Audio-visual support during liturgies.

### Greeters

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

### Minister of the Word (Lectors)

- 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.



## MUSIC MINISTRY

### Parish Choir (Grades 9-Adult)

#### 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.



### 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.

### Instrumentalist

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



## SACRISTY MINISTRY

### 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.

### Minister of Preparation

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

### Sacramental Supply Coordinator

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

## FUNERAL MINISTRY

### Resurrection Choir

Contact: Randy Hilgers 262-375-6500 Ext. 106  
rhilgers@stjosephgraffton.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.

### Funeral Host

Contact: Sheri Hanson 262-375-6500 Ext. 175  
shanson@stjosephgraffton.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.

### Funeral Liturgy Ministry

Contact: Sheri Hanson 262-375-6500 Ext. 175  
shanson@stjosephgraffton.org

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

### Funeral Hospitality

Contact: Sheri Hanson 262-375-6500 Ext. 175  
shanson@stjosephgraffton.org

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

## SCHOOL MINISTRY

### School Advisory Council

- 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.

### Classroom and Office Help

- Assist classroom teachers or office staff as needed.
- Read to children or assist students in the classroom with academic help.



### Library Volunteer

- Read to school children or shelve books in the library.
- Various mornings during the school year.
- Can volunteer for an hour or more.

### Hot Lunch Volunteers

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



## The Litany of Welcome

All people of good will are welcome here: that's the really Good News! If you've been away, you can come back; if you've been living in darkness, you can come to the light; if you haven't been able to believe without seeing him, look around you, the Body of Christ is at Mass. Sinners are welcome, saints, too. Everyone is welcome to come to Christ, our Lord and our God, indeed! PastoralPlanning.com 2009 Used by permission.

## ATHLETIC MINISTRY

### St. Joseph Athletic Ministry (SJAM)

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

- Bring the gift of athletics (Volleyball, Basketball, Track) to the children of our parish through volunteering in our Athletics Ministry.
- 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.
- Athletic Board positions: President, Vice President, Athletic Director, Treasurer, Secretary, Volleyball and Basketball Coordinator, At Large Board Members, and Uniform Coordinator. Meetings: monthly.