

# Time, Talent, and Prayer

*We are intentional  
Disciples of Christ*



**2023**  
(Revised 8.3.2023)



# Saint Joseph Parish





*"To fall in love with God is the greatest romance; to seek him the greatest adventure; to find him, the greatest human achievement."*

*-Saint Augustine*

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

**Time** In gratitude for God's blessings, we return to Him a portion of the time he has given us by praying, worshipping and caring for His people.

Whether you have only a small amount of time or want to make a substantial contribution of your time, the parish has opportunities that will fit your schedule.

**Talent** Recognizing that all we have comes from God, we use our talents to glorify Him and to help others. What gifts has God given you that you can share with the parish, the community, and the whole church?

## The Hands of Christ...Open To All

*On the following pages you can learn about how you can get involved in the parish. For opportunities where you can help and lend your time or talent please contact the staff member that is listed at the top of the page, unless otherwise noted below ministry.*

## 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.
- Time commitment: Approximately 3-5 hours per month.

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

### **Technology Ministry Team**

- Guides the use of technology for Parish and School.
- 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.
- Time commitment: 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, prayer and treasure campaigns and events.
- Time commitment: Monthly meetings.

## Buildings and Grounds

### **Building Maintenance Committee**

- This committee of the Finance Council provides advice and assistance to the parish's Director of Administration on building and equipment improvements or repairs.
- Assist in 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.
- Time Commitment: Called upon as needed.

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

- Share your skills by working on various building repair and improvement projects.
- Time Commitment: 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 and vacuuming.
- Time commitment: Approximately 2 hours per month.

### **Safety Team**

- Oversee all safety / security risk assessment plans.
- Develop and monitor safety procedures.
- Time commitment: Monthly meetings.

### **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 policies and procedures for St. Joseph and St. Francis Xavier cemeteries.
- Assist with landscaping and general care and maintenance of cemetery grounds and graves, including marking graves for burial.
- Plan for the future needs of the cemeteries. columbarium, prayer spaces, etc.).
- Time Commitment: Monthly meetings, routine and seasonal work as needed.

### **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.



# 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.

# 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.
- Time commitment : 2 - 6 hours.

### Fish Fries

- Planning Team members leads include:  
Chair / Co-Chair, Solicitations, Marketing,  
Raffle / Drawing, Finance, Inventory, Desserts, and  
Volunteer Coordinator.
- Planning Team monthly meetings: October - March.
- Volunteers needed day before and day of Fish Fry:  
2 - 4 hour shifts.

### 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.
- Committee members prayerfully study and choose organization's requests for monetary donations or service.
- Time commitment: Meetings monthly on the 3rd Sunday at 8:30 am in the Computer Lab.

### 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.

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### Baker/Desserts / Appetizers

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

### 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!

### 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.

# 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."

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### 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.

### Time in Prayer

- Share time in prayer for our parish, our community and our world.
- Various opportunities to deepen your relationship with God and enjoy fellowship with others.

## 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: Approximately 90 minutes.



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



# Ministry of Formation

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.

### Seven Sister Apostolate

Contact: Madonne Rauch (262) 375-6500 Ext. 122

- Called to strengthen the Church by ensuring that a Holy Hour is prayer each day of the week for the sole intention of our Parish Priest.
- Each woman chooses a different day of the week and offers one Holy Hour.

### 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: Nancy Brown (262) 375-1432  
nancydavidbrown@yahoo.com

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

### 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.

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# Ministry of Formation

John Knetzger, Director  
of Child Ministry K4—Grade 5  
KC Kranich, Director of Youth and Young  
Adult, Grade 6—Young Adult

## Child and Middle School Youth Ministry (K4—Grade 5)

### **Catechist**

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

### **Session Assistants**

**Assist catechists in leading small groups of children in sharing and learning more about their faith.**

- Time Commitment: Sessions are held twice a month on Sundays from 9:15 - 10:15 a.m.
- Serve as substitutes for catechists.

### **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.

John Knetzger, Director  
of Child Ministry  
(262) 375-6500 Ext. 104  
jknetzger@stjosephgraffton.org

### **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.

### **Ministry Hall Monitors**

- Supervise hallways during Child and Middle School Youth Ministry sessions and assist catechists and parents as needed.
- Hall monitors may be asked to serve as substitutes and to help with sacramental prep as needed.
- Time Commitment: Sessions are held twice a month on Sunday mornings: 9:15 —10:15 am.

## Middle School and High School Youth Ministry Grade 6 — Young Adult

### **Catechist**

- Catechists plan & implement activities for small groups of high school youth to share and learn more about their faith.
- Time Commitment: Sessions are held twice a month on Lesson plans and resources are provided.

### **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.

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KC Dranich, Director  
of Youth and Young Adult Ministry  
(262) 375-6500 Ext. 107  
kkranich@stjosephgraffton.org

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

### **Small Group Leaders**

- Lead a small group Grade 6—10th and 9—11
- Video and other resources are provided.
- Small groups meet at a mutually agreed upon time, generally on a weekday evening.
- Time Commitment: 2—3 times per month.

### **Workcamp Mission Trip Prep Team**

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

# Ministry of Worship

William Stevens, Director  
of Liturgy and Music  
(262) 375-6500 Ext. 106  
wstevens@stjosephgraffton.org

## 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.
- Time Commitment: Monthly meetings, 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.

### Extraordinary Ministers of Holy Communion

- 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.



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### 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 as needed.

### 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.

### 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.





# Ministry of Worship

William Stevens, Director  
of Liturgy and Music  
(262) 375-6500 Ext. 106  
wstevens@stjosephgraffton.org

## Music Ministry

### **Parish Adult Choir (18 and Older)**

#### **Leads sung prayer during Mass**

- Parish members 14 years of age and older with a love of music and some experience singing.
- Time Commitment: Weekly rehearsals, Thursday evenings September - 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.
- Time Commitment: Scheduled approximately two times per month.

### **Instrumentalist**

- Provide musical accompaniment for worship music.
- Time Commitment: 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.

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

### **Sacristan**

- Prepare altar before Mass - clean vessels following Mass.
- Time Commitment: 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: William Stevens (262) 375-6500 Ext. 106  
wstevens@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.

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

## 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.
- Time commitment: Meetings: monthly during the school year.

### **Hot Lunch Volunteers**

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

### **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.

### **Classroom and Office Help**

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

### **Auction**

- Lead and / or assist with the planning of our annual gala celebration to raise money for our school.
- Planning Team members include: Solicitations, Auction Book, Food Rentals, Decorations, Bar, Social Media/ Graphic Design.
- Time commitment: Monthly meetings, October—May.

## 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.

## **Teaching, Learning, Leading, and Serving as the Hands of Christ**

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