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CHURCH



Sacred Heart & St. Luke's
Call to Stewardship 2020

Sacred Heart Parish

210 East Third Street
Monticello, IA 52310
Office Hours: M-W 8:00am-12:00pm

St. Luke Parish

206 SE 1st St.
Hopkinton, IA 52237
M, W, F 8:00am-12:00pm

Pastoral Staff:

Pastor, Rev. Paul Baldwin

319-465-5944 (office)
319-465-3034 (residence)
DBQ136@dbqarch.org

Deacon Ed Goldsmith

DBQ136D@dbqarch.org

Sacred Heart Bookkeeper,
Kayla Sperfslage

DBQ136BK@dbqarch.org

Sacred Heart Secretary,
Denise Lloyd-Lawrence

319-465-5944
DBQ136sec@dbqarch.org

Coordinator of Religious Education:
Leanna Manternach

319-465-4605

St. Luke Secretary & Coordinator
of Religious Education,
Patricia Hucker

563-926-2613
DBQ105RE@dbqarch.org

<h3>Sacred Heart Elementary School</h3>	319-465-4605
234 N. Sycamore St. Monticello, IA 52310	
Principal: Laura Herbers Secretary: JoEllen Schlarmann	
Newman Hall	319-465-4072

2020 Stewardship

Stewardship is the use of time, talents, and treasure in service of God. It is a way of life; living your life in appreciation of God's gifts to you. All we have is a gift from God. As Catholics, we look for opportunities to respond in gratefulness for God's gifts and to participate in Christ's mission through opportunities at Sacred Heart & St. Luke's Churches.

Please use this informational tool to pray and consider your 2020 commitment. Return your commitment for 2020 by bringing the form to mass or to the parish office by December 22, 2019.

Reflect & Respond:

- By reading the descriptions of ministries that interest you and completing the Stewardship Commitment form, you will help turn your good intentions into action.
- By returning your commitment form to Sacred Heart or St. Luke, you will help us with planning for the future.
- Thank you for taking the time to prayerfully reflect and respond.

Stewardship Prayer:

Gracious God,
We thank you for the
unique gifts you have given us
to foster your kingdom
here on earth.

Inspire us to examine our values,
always placing you at the
center of our lives.

Open our hearts to realize
we are blessed and called
to share our gifts with others.

Help us to be good stewards
of the gifts entrusted to us,
to share our time, our talent
and our treasure, to connect,
serve, and impact our world.

Amen

Administration, Finance & Facilities

This commission coordinates and organizes fiscal, operational, administrative, and related planning matters of the parish.

1001

Pastoral Council:

- Self nominations encouraged by April 15 for May election
- 5 meetings: September, November, January, March, May
- 4th Tuesday of the month at 6:30 p.m.
- 6 elected members, pastor, representative of Finance & Board of Education
- 1 member represents the council at each of the following: Parish Life, Liturgy, Guild, Stewardship and Social Justice

1002

Finance Council:

- Appointed by pastor
- 3rd Tuesday of the month at 6:30 p.m.
- 5 Meetings: September, November, January, March, May

1003

Building & Grounds Committee:

- Experience and expertise preferred

1003A: Help with occasional lawn/landscaping projects

1003B: Help with seasonal church cleaning

1003C: Help with occasional projects as needed, specify trade skills: carpentry, electrical, carpet, flooring, painting, concrete, masonry, plumbing, etc.

1100

Offering Counter:

- Sacred Heart - meet at bank; Monday mornings at 8:00 a.m.
- St. Luke - meet at parish office
- 1 hour time commitment

1101

Mailing

- Assemble parish mailings
- Occasional: Guild events, end-of-year statements

1102

Media Team:

- Called when needed
- Assist with media projects for parish events
- Assist in creating brochures and other materials to promote Sacred Heart & St. Lukes events and programs
- Share photos or videos of various parish events to upload to website and Facebook page

1103

Facebook:

- Design and share posts about parish events
- Use archdiocesan approved, mainstream Catholic resource for weekly faith promotion posts

1104

Website:

- Update & maintain parish website

Fraternal Organization

2000

Knights of Columbus:

Monticello Counsel #1821 Delhi-Hopkinton Counsel #12695

- A fraternal order of Catholic men devoted to supporting vocations, the sanctity of life, and family.
- Multiple outreach opportunities
- Monthly meetings: Monticello 1st Wed./Delhi-Hopkinton 1st Thurs.

Parish Event Support

3000

Sacred Heart Parish Guild Member:

- Plan and execute 3 annual events: Fair Parking, Fall Festival, Lenten Fish Fry

3001

St. Luke Rosary Guild Member:

- Plan and execute all parish events

- 3002** **Event Culinary Worker:**
- Make baked goods or salads for parish events (special occasions, parish dinner)
- 3003** **Set Up, Decorate, Clean Up**
- Assist in setting up, decorating, taking down at parish events (special occasions, parish dinner)
- 3004** **Event Server**
- Serve food or drink at parish events (special occasions, parish dinner, gala)
- 3005** **Event Hospitality Worker:**
- Provide hospitality at parish events (special occasions, parish dinner)
- 3006** **Event Kitchen Worker:**
- Assist in the kitchen with duties such as maintaining food supply, washing dishes, etc., at parish events (special occasions, parish dinner)

Funeral Support

- 3006** **Funeral Lunch Item**
- Provide salad or dessert (approx 15 servings) for funeral lunches
- 3007** **Funeral Lunch Coordinator:**
- Help coordinate a lunch for family and friends following a funeral
 - Duties include contacting the family, ordering food, contacting volunteers, and leadership at the funeral lunch
- 3008** **Funeral Liturgical Musicians:**
- Serve role of lead musician, cantor at funerals
 - Funerals are usually held during the week but may be held on Saturday

Parish Life Commission

The Parish Life Commission plans social events and activities to promote a sense of parish unity.

3009

Parish Life Committee:

- Creative people wanted! Join this group to imagine, design and coordinate entertaining events to connect families and adults (service opportunities, progressive dinner, mystery night, movie nights, card club, dad's and mom's groups, game watch parties, fantasy football leagues, volleyball or golf leagues, etc.)
- Develop and implement ideas on how to welcome new parishioners

3010

Parish Life Event Worker:

- Work at specific parish life events

Liturgy Commission

The Liturgy Commission strives for quality worship, especially Eucharistic liturgy, the center of parish life, by the implementation of the fullest possible celebration of the liturgy. The Commission consists of members from both Sacred Heart and St. Luke.

4000

Liturgy Committee:

- Anyone with an interest in liturgy and a desire to learn can be a member
- As needed: Designers, carpenters, flower arrangers, fabric experts, idea people, arrangers, artists to help create church decorations as needed
- Meets twice a year (up to quarterly)
- Decorates church for liturgical seasons and celebrations
- Plans for liturgical celebrations and experiences throughout the year

4001

Christmas Decorators:

- Help set up the trees and Nativity scene for Christmas season

4100

Lectors:

- Proclaim the scripture readings at weekend liturgies
- Scheduled approximately every 4 weeks
- Ability to read fluently and accurately
- Training is required and provided

4101

Eucharistic Minister:

- Distribute communion at weekend liturgies
- Scheduled approximately every 4 weeks
- Parishioners 16 years of age and older who have been confirmed as invited to this ministry
- Training is required and provided

4102

Eucharistic Minister to the Homebound:

- Take communion to homes and nursing homes of parishioners unable to attend Mass

4103

Altar Server

- 3rd through 12th grade
- Assist pastor during mass
- Scheduled approximately every 4-6 weeks
- Training is required and provided

4104

Usher

- Ministry for men, women, teens
- Take up the collection, guide the communion route, assist in seating
- Hand out bulletins after mass
- Duties begin 20 minutes before mass starts

4105

Greeter

- Ministry for men, women, teens
- Welcome people at gathering space entry doors as they arrive
- Duties begin 15-20 minutes before mass starts

4106

Organist/Pianist

- Lead music at weekend liturgies with a cantor
- Strong accompanying skills are necessary
- Scheduled for specific Sunday of the month - ability to commit to this schedule is essential

4107

Guitarist

- Lead music at weekend liturgies with a cantor
- Strong accompanying skills are necessary
- Scheduled for specific Sunday of the month - ability to commit to this schedule is essential

4108

Instrumentalist:

- Team with a lead musician to provide additional accompaniment to the liturgy music
- Strong instrumental skills are necessary (flute, violin, brass, woodwind, drums, etc.)

4109

Cantor:

- Lead vocal music at weekend with lead musician
- Important skills: good quality singing voice, comfort with variety of music, ability to read or easily learn music
- Scheduled for specific Sunday of the month - ability to commit to this schedule is essential

4110

Choir Member:

- Group that sings 5th weekend of the month
- May sing at special occasions
- Rehearse on Wednesday evenings from 7:00-8:00 p.m. during the school year
- No audition required

4200

Launderer:

- Launder altar linens, purificator cloths, towels at home
- Help upon request
- Training provided

4201

Sacristan:

- Assist in setting up for weekend Masses
- Change sanctuary and votive candles
- Clean votive candle glass
- Wash and refill holy water fonts
- Other duties as assigned by Father

4202

Missalettes:

- Change missalette books annually

4203

Green Thumb:

- Water plants in the sanctuary and gathering space
- Maintain floral arrangements

Faith Formation

5000

Faith Formation Commission:

- Appointed/volunteer members who guide faith formation for parishioners from early childhood through adulthood in conjunction with religious education leaders

5001

Sacred Heart School Board:

- Elected position
- Meet 2nd Tuesday of the month at 6:30 p.m.
- 9 meetings: August - May

5002

Religious Educator:

- Protection of Children Certification and background check required

5002A Grade K-5 Catechist: Teach approximately 20 students on Wednesdays from September to April

5002B Middle/High School Catechist: Teach approximately 20 students on Wednesdays from September to April

5002C Confirmation Catechist: Time frame to be determined

5002D Substitute Catechist: Fill in for regular catechist on short notice

5003

Rite of Christian Initiation of Adults Team & Companions (RCIA):

- Team: plans prayer, study, planning, evaluation
- Companions: accompany candidates on their journey of faith
- Meet as needed

5004

Scripture Study or Faith Sharing Facilitator:

- Facilitates small group study
- Day or evening opportunities
- Selected study is archdiocesan approved, mainstream Catholic resource

5005

Youth Ministry:

- Provide prayer experiences, service opportunities, and social gatherings
- Monitor the Youth Room twice a month (Wednesday, 7:00-9:00 pm)
- Follow all archdiocesan policies and guidelines
- Protection of Children certification and background check required

5006

Summer Children's Program Team:

- Plan and present faith-filled week for children with Bible time, songs, crafts, snacks
- Protection of Children certification and background check required

5007

Sacred Heart School Volunteer:

- Assist teachers, work with individual or small groups of students, prepare materials, assist in the lunchroom, be a guest speaker, etc. (note which activities you would be comfortable doing)
- Protection of Children certification and background check required

5008

Scrip Team:

- Assist with the ongoing fundraiser to benefit the education program at Sacred Heart School
- Scrip is sold before and after Mass once a month

Pastoral Care

6000

Visit the Homebound:

- Visit homebound parishioners who live in their own home or an area care facility

6001

Bereavement Support:

- Provide a ministry of presence to those experiencing hardship
- Provide a ministry of presence to parents who have experienced miscarriage, stillbirth or infant loss

6002

Prayer Chain:

- Pray for those in need of healing or special prayers
- Receive prayer requests weekly by email or phone

Social Justice & Outreach

7000

Prayer Chain:

- Assist in bringing Catholic social teachings to life by distributing funds to area agencies to life by distributing funds to area agencies that reflect mission to social justice
- Responsible for planning Lenten Baby Shower, Rosary, carnations for moms
- Help plan, prepare, sort, deliver gifts for giving tree at Sacred Heart; gifts for the Penn Center at St. Luke
- Assist with food pantry collection and coordinate workers when needed
- Coordinate with Parish Life Commission on service opportunities (Habitat for Humanity, Catholic Worker House, etc.)

Prayer

Prayer is one of the foundations of our faith. Find time to pray. My intentions are:

Attend weekly Mass

Say grace before meals

Pray for the needs of the parish

Attend reconciliation

Attend daily Mass

Say daily prayers

Pray the rosary

Other: _____

