



# Ministry Booklet

(a work in progress)

Mission Statement: Formed by God's word and nourished by the Eucharist, we commit ourselves to the work of Christ in our world through our time, talent and treasures.

We are...

Guided by Christ.

Growing in Christ.

Giving as Christ.

This booklet has a list and description of the ministries at St. Clare of Assisi Parish, all of which are ready to grow.

Our purpose is to connect you to ministries where your talents shine.

Updated 3/17/2021

## Staff

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# Councils & Commissions

We encourage every person to:

- browse this Ministry Booklet
- discover where God may be calling you to serve
- read the bulletin weekly to see additional opportunities

If you see that your ministry is not yet listed or that the description needs updating, know that this booklet is a work in progress. Contact Tara Stietz to have your information updated.

## Commissions

St. Clare of Assisi Parish has 4 major ministry categories, also called commissions:

Lifelong Faith Formation .....	Pages 4-6
Liturgy .....	Pages 7-9
Parish Life .....	Pages 10-11
Social Justice .....	Pages 12-14

## Pastoral Council

The purpose is to assist and advise the pastor in his decisions concerning matters that affect the life of the parish, since it is the coordinating and unifying structure of the parish community. The Council is a miniature parish—its members gather the thoughts and ideas of the community, discuss them, identify needs in the parish, create parish goals, plan pastoral programs, and improve pastoral services.

Members:

Msgr. Larry Bakke	Mary Grebner	Melvin Reckamp
Mary Buening	Sara Latimer	Karl Rindal
Mark Coplien	Faviola Larraga	Aaron Wepner
Susie Davis	Jane Monahan (trustee)	

## Finance Council

Our ministry is responsible for reviewing the financial condition of St. Clare of Assisi and St. Victor's school operations which includes review of balance sheets and income statements. Based on this information, the council offers financial guidance to the administrative staff and Msgr. Bakke to ensure the parish is meeting its fiduciary responsibilities.

Typically, this group meets once a month.

Members:

Msgr. Larry Bakke		
Marci Boss	Dan Jacobson	Andy Sefcik (trustee)
Mark Coplien	Tim Kubly	Greg Seffrood
Linda Faessler	Joe Peters	Karen Vale

# Lifelong Faith Formation (1 of 3)

## BAPTISM TEAM

Baptism is a critical time for families to connect more deeply and be supported by the parish. We need volunteers to facilitate workshops for families learning about baptism, to pray for a family before and after baptism, or to serve as a mentor family by spending time with families of the newly baptized and connecting them with the life of the parish.

Ann O'Leary

## BRUNCH WITH SANTA

Parent, family, and school volunteers from St. Victor School host a magical Christmas community event in the school gym on the 2nd Saturday in December.

Natasha Meier



## CONFIRMATION TEAM

Confirmation is a 2-year program that prepares teens to receive the final sacrament of initiation and strengthens the individual with the gifts of the Holy Spirit. The sacrament takes place in the fall of 10th grade upon completion of two years of faith formation, a retreat, activities, and service hours. Adults who have not celebrated the sacrament are encouraged to participate in the RCIA program.

Betsy Brennan

## FAITH FORMATION

Wednesday evening classes for youth in grades 1-8 do crafts, songs, lessons, and learn about Salvation History and the teachings of the Catholic Church. Students, typically in 2nd grade after two full years of faith formation, receive the sacraments of first reconciliation and First Communion.

Betsy Brennan



## Lifelong Faith Formation (2 of 3)

### HOME & SCHOOL ASSOCIATION

The St. Victor School Home & School Association has four goals: 1) to help parents and teachers acquire an appreciation of a Catholic education, 2) to promote a clearer understanding of the mutual educational responsibilities of parents and teachers, 3) to serve the school community as a liaison between home and school through increased communications, and 4) to act as a fund raising unit to assist financially toward various projects. One evening meeting per month.

Joe Peters

### LIFELONG FAITH FORMATION

The Wednesday evening (5:30-6:45 pm) adult faith formation group was formed to help adults grow in their faith in Jesus Christ and his one, holy, Catholic, and apostolic church. No registration is required; just bring your Bible and rosary to Nilles Hall (St. Victor Church basement).

Bryan Rach



### MARDI GRAS

St. Victor Mardi Gras Gala is a fundraiser featuring fine dining, entertainment, live and silent auctions, dancing, and raffles—all focusing on raising funds to provide services and equipment for St. Victor School. The Mardi Gras Planning Committee meets regularly from September through March each year with the goal of throwing the best party North of New Orleans!

Joe Peters

### MARRIAGE PREPARATION/FOCCUS FACILITATORS

The FOCCUS inventory is an online marriage preparation questionnaire, followed by facilitated conversations with a mentor couple. Please contact us if you are sacramentally married, are actively trying to live the church's teachings on marriage, and would like to be trained to help engaged couples through the FOCCUS inventory.

Ann O'Leary

### MEN'S CATHOLIC BOOK CLUB

The purpose of the Men's Catholic Book Club is to grow in faith and knowledge by reading traditional and contemporary Catholic books and to support each other in our faith journey.

Mark O'Leary

### RCIA—THINKING ABOUT BECOMING CATHOLIC?

Becoming Catholic as an adult is a courageous decision followed by a process. Our parish RCIA community exists to support people on that journey. If you are considering becoming a member of the Catholic church, or would like to be part of the team that supports those who aspire to become Catholic through formation, prayer, and accompaniment, contact us.

Ann O'Leary

## Lifelong Faith Formation (3 of 3)

### SCHOOL VOLUNTEERS

Our school volunteers help with a multitude of different jobs around our school: classroom volunteers, help with preparation and serving lunch, crossing guard, playground supervisor, book fair volunteers, and help in the school library.

Anyone is also welcome to volunteer at any of our school fundraisers: Brunch with Santa, Mardi Gras, Green County Fair, and SCRIP.

Jenni Coplien

### SCRIP SALES

Selling gift cards from local and national retailers helps support the St. Victor Home and School Association. Gift cards can be purchased from the parish office, school office, and after Mass. You can help by volunteering to sell gift cards after Mass.

Eric Eckdhal



### VACATION BIBLE SCHOOL

VBS is an exciting week of growing in faith and fellowship based on a theme of the Bible. The program is open to youth grades 4K through 5th, with adult and middle/high school helpers needed.

Betsy Brennan

### WOMEN'S BIBLE STUDY

Thursday mornings from 9:15-11:00 is a time for women to get together to study God's word, prayer, and fellowship. We meet in the gathering space.

Jolene Van Dyk

### YOUNG ADULTS

Anyone in their 20s or 30s can come (or help lead) this group who gathers for bible/book studies, fellowship, and growing in faith. Meeting times vary – see the bulletin, or contact Betsy for upcoming events.

Betsy Brennan

### YOUTH MINISTRY

Post faith formation program focused on growing in discipleship and evangelization through learning, service, and fellowship.

Open to all high school teens in grades 9-12.

Betsy Brennan



## Liturgy (1 of 3)

### ALTAR CARE

The Altar Care group is a group of volunteers committed to maintaining the sanctuary of our church as a place of worship and meditation at all times. Duties include changing the holy water fonts, replacing and cleaning the candles and votives, polishing the sacred vessels, and laundering and ironing altar cloths, vestments, and server robes.

Sharlene Zuhlke

### ALTAR SERVERS (ACOLYTES)

Boys and girls in 4th grade and older are welcome to become servers; training is provided. Servers are typically scheduled once or twice per month.

Ann O'Leary

### ANOINTING OF THE SICK

Contact us prior to a hospitalization or an elective surgery if you would like to celebrate the sacrament. Let us know if someone is hospitalized, seriously ill, or homebound and would like to receive the sacraments or a visit from the pastor.

Msgr. Larry Bakke

Tara Stietz



### ART & ENVIRONMENT GROUP

Following the liturgical calendar as the seasons of the Church progress, these volunteers create the environment in the worship space. Help is especially needed setting up Advent and Christmas décor, Lent and Easter décor, and in caring for our church plants.

Ann O'Leary

### CHILDREN'S LITURGY OF THE WORD (CLW)

CLW is a ministry that helps our youngest members explore the Sunday readings and helps them learn to participate more fully in the Mass. Currently, the commitment for those who love the Mass and the scriptures and work well with children is once per month during the 10am Mass.

Ann O'Leary

### EUCCHARISTIC ADORATION

The blessed sacrament is placed in the monstrance on the altar of St. Victor Church for adoration by the faithful on all first Fridays of the month from 8:30 am to noon and on the fourth Thursdays (March through November) from 4 to 6 pm. All are encouraged to come as individuals, couples, or families to spend whatever time they can in praise and prayer before Christ, truly present as both God and man.

Elaine Karls

## Liturgy (2 of 3)

### EXTRAORDINARY MINISTERS OF HOLY COMMUNION (EMHC)

It is a beautiful service to assist the priest in distributing the Eucharist at our parish liturgies. Training is required and provided.

Ann O'Leary

### GOOD SAMARITANS

The Good Samaritans group helps elderly parishioners with house cleaning and companionship, by special request. They also help to deep-clean the church as needed throughout the year, but especially before Christmas and Easter.

Gail Eiserman

### GREETERS AND USHERS

Greeters and Ushers serve as ministers of hospitality to welcome everyone to Mass, assist with seating, and take up the collection. They are typically scheduled once or twice per month.

Ann O'Leary



### LECTORS

The Lector is the role for proficient readers and students of the Bible interested in proclaiming the good news of the Holy Scriptures through the readings (except the Gospels) of our Mass and assisting the pastor within other liturgical celebrations. Training is available (and suggested), and each lector shall receive a copy of the

LTP Lector's Workbook containing the current church year's cycle of readings.

Tom Nelson

### MUSIC

#### CANTORS

St. Clare continually seeks adult vocalists to serve as Mass cantors who lead Mass music as a soloist or in a small ensemble. Adults of all ages are encouraged to gain the needed vocal experience through cantor/mentor opportunities in the loft.

Ann O'Leary

Cindy Blanc

#### INSTRUMENTALISTS

St. Clare continually seeks youth and adult instrumentalists of all types to participate in the music ministry at the parish. Rehearsal and mentoring opportunities are available, and players are scheduled based on need and their availability.

Ann O'Leary

Cindy Blanc



## Liturgy (3 of 3)

### CHOIRS

#### MEN'S CHOIR

St. Clare of Assisi Men's Choir is comprised of men of ALL ages, musical experience, and abilities. This choir concentrates on fellowship and providing quality vocal for Masses, and it offers a variety of solo and group vocal opportunities in a supportive and casual environment. The choir is scheduled at least once a month to lead music during a weekend Mass, and they generally rehearse immediately before the Mass.

Cindy Blanc  
Mark O'Leary



#### ST. VICTOR SCHOOL CHOIR

This choir, comprised of kindergarten through fifth-grade students of St. Victor School, is a vibrant musical ministry. The students lead music every school-year Thursday during 8:30 am Mass, and the choir is scheduled several times a year to lead music during weekend Masses.

Cindy Blanc

#### YOUTH CHOIR

The Youth Choir, open to ALL middle- and high-school students of the parish, regardless of singing experience or ability, offers short and FUN weekly rehearsals from 5:00 to 5:30 pm Wednesdays in the music room of St. Victor School. The choir is scheduled several times a year to lead music during weekend Masses as well as for Faith Formation events and Masses.

Cindy Blanc



#### PLEASANT VIEW MASS ASSISTANTS

Volunteers assist with wheelchairs of Pleasant View nursing home residents to and from Rosary/Mass on the second and fourth Wednesdays of each month.

Ann O'Leary

#### SACRISTANS

The sacristan assists the priest by preparing the vessels and environment for each Mass and then putting things away after the Mass. They also make sure that the various lay liturgical ministers (lectors, servers, etc.) are present for their duties and recruit substitutes as needed. A typical commitment would be one Mass per weekend.

Patricia Gregory

## Parish Life (1 of 2)

### BUILDING/GROUNDS/MAINTENANCE

We are looking for parishioners to help with the upkeep of our parish buildings and property. We especially welcome those with experience with carpentry, painting, plumbing, electrical, landscaping, or general maintenance.

Jim Riddle



### CALVARY CEMETERY COMMITTEE

St. Clare of Assisi Parish owns and operates Calvary Cemetery in Monroe. This committee is responsible for cemetery rules, organization, and addressing family/other concerns.

Tara Stietz

### FOOD/BAKING MINISTRY

On occasion, the Food/Baking Ministry is asked to provide a dessert, salad, or other food—a dozen (or two) of a simple treat to share with fellow parishioners. If you love to bake and love to share, please consider this ministry.

Lonna Mayer

### FRIDAY MORNING COFFEE

We meet in the gathering space after the Friday 8 am Mass for conversation, coffee, and a small treat. Our goal is socialization involving friendly chats, getting to know one another, and giving each other support and encouragement in a very relaxed and fun environment. Friday mornings from November through May (not on the First Fridays of these months). Everyone is welcome; no invitation, reservation, or commitment is required.

Patricia Gregory



### FUNERAL LUNCHEONS

The Funeral Lunch Ministry at St. Clare of Assisi is made up of a group of volunteers who work behind the scenes to put on luncheons for families who have lost a loved one so that grieving family members and friends can gather, enjoy a meal, and not have to worry about a thing. We would like each month to have one or two volunteer coordinators to help in planning and organizing the meal. Additional volunteers may help set up, serve, and clean up after the lunch, or they can prepare salads, desserts, or cheesy potatoes in their homes and deliver them to Nilles Hall for the lunch.

Rita Farris

## Parish Life (2 of 2)



### LANDSCAPE COMMITTEE

We supervise the landscape design and plant selections on the church grounds and work with the maintenance staff in maintaining a healthy and attractive landscape.  
Michael Davis

### MONEY COUNTERS

This is a group of volunteer parishioners that count the contributions collected at the weekend Masses. This process involves opening envelopes, verifying accuracy of envelope amount, and counting paper currency. Training is provided. Membership is by invitation only.  
Tara Stietz

### PARISH DINNER COMMITTEE

This group meets a few times a year to discuss and plan parish dinners. We also volunteer our time to work at these events. Some responsibilities are advertising, preparing and serving food, and organizing volunteers for the events.  
Jenni Coplien



### PARISH OFFICE HELPERS

The parish occasionally needs additional help with bulletin stuffing, mailings, or other projects in the office.  
Tara Stietz

### PHOTOGRAPHERS

St. Clare's photographers are those who are willing to take pictures of various activities at the parish. If you have a special interest (or professional experience) in photography, enjoy editing pictures, and/or have a quality camera, please let us know. We are also looking for someone to organize all the pictures received.  
Rita Koster

### PRAYER TREE

Sometimes, all we can do is pray, and prayer tree members feel strongly that these prayers help! The initials of the individual(s) requiring prayers and a brief description of the prayers are disseminated from the 'trunk' to the branches (one phone call/email per person) until all have been contacted. Members of the prayer tree include the request for approximately two weeks in their daily intentions.  
Jacki Netzel

## Social Justice (1 of 3)

### APOSTOLATE FOR PERSONS WITH DISABILITIES

Individuals help with our two major events—Day at the Dells and the Advent/Christmas Celebration. Please watch the bulletin and listen for volunteer opportunities throughout the year. You can learn more at [www.APDmadisondiocese.com](http://www.APDmadisondiocese.com).  
Msgr. Larry Bakke  
Dcn. Jim Hoegemeier



### CATHOLIC DAUGHTERS OF THE AMERICAS

Our mission is two-fold: spirituality and service to our parish and the world. We live out the Spiritual and Corporal Works of Mercy through education and encouragement of the faith in many ways: offering scholarships (to children and adults), offering a Lenten meditation through an EWTN series, and showing movies that inspire faith. We offer Donut Sunday once a month to encourage fellowship; we hold a "Baby Shower" for donations every October for mothers-to-be in need; we visit those in Pleasant View; we lead the Rosary every first Saturday in church; and we will pray the Rosary at the request of the family for any deceased parishioner. We meet every first Sunday of the month in Nilles Hall at 11 am, except in January and February.  
Joy Stampes



### CREATION CARE TEAM

Our goal is to raise public awareness of the effect on the environment by human activities. Basing our ministry on Pope Francis's Encyclical "Laudato SI" (Care for Our Common Home), we encourage participation in our monthly recycling program, joining in events (such as studying the Encyclical) and calling on legislators to promote social and environmental justice to make this world a better place.  
Cathie Kwasneski

### ELIZABETH MINISTRY

The Elizabeth Ministry sends a personalized welcome card, created by a St. Victor School student, to a child who has received the sacrament of baptism and then, every year after up to the age of five, we send a Happy Baptism Anniversary card. We want to welcome the new child and their family to St. Clare of Assisi Parish, to introduce them to our programs of learning and faith development, and we hope they will consider us a place of learning for their child.  
Connie Dale

## Social Justice (2 of 3)



### FAMILY PROMISE

The mission of Family Promise is to help homeless and low-income families achieve sustainable independence. St. Clare Parish cohosts Family

Promise one week 4x a year with and at St. John's Church, cooking and serving meals, interacting compassionately with guests, and staying overnight. Volunteers are crucial to the success of this worthy, charitable program.

Cathie Kwasneski

### FOOD PANTRIES—GREEN COUNTY, GREEN CARES, WHITE GIFT

Our parish provides two volunteers for each Monday in the month of November at the Green County Pantry, packing boxes. Also, the first Sunday of the month, volunteers deliver the food items collected at church to the food pantries (Monroe, Brodhead, or Monticello).

Tammy Krieger

### HOLIDAY SHARING AT PLEASANT VIEW

At Christmas, Pleasant View asks for specially chosen gifts for the residents, listing a few personalized suggestions on a tag to aid when purchasing a gift of about \$15.00. In order to receive a tag, which will be available in early November, please call by the end of October to participate in this ministry.

Donna Phillips

### HOME COMMUNION VISITORS

This ministry serves the homebound and residents of various care facilities who are no longer able to attend Mass or participate in parish life. We have caring, compassionate parishioners who visit our brothers and sisters, bring them Holy Communion, and help them stay connected to the life and fellowship of the parish. You cannot measure the blessings you receive by participating in this ministry.

Sandy Augsburg



### JCDA (JUNIOR CATHOLIC DAUGHTERS OF THE AMERICAS)

Girls ages 6 to 18 are welcome to join this Catholic youth program of CDA. We base the three-fold program of involvement: MESSAGE \* SERVICE \* COMMUNITY. This group meets monthly on a flexible schedule of a Monday & a Saturday. Watch the parish bulletin or contact:

M. Susan Hicks



### KNIGHTS OF COLUMBUS

A Catholic fraternal organization dedicated to promoting and conducting educational, charitable, religious, and social welfare works. Rendering mutual aid and assistance to sick and needy families. Join us at our meetings every 3rd Wednesday of the month at 7 pm in the basement of St. Victor Church.

Randall Patterson

## Social Justice (3 of 3)

### LOAVES & FISHES COMMUNITY MEAL

The mission of Loaves & Fishes Community Meal is to build community through food and hospitality. The meal is provided monthly at no cost, always the 4th Sunday of the month from 4-6pm at Grace Lutheran Church in Monroe.

New volunteers are always welcome to cook, serve, welcome, and clean up. Kris Wisnefske

### MOBILE FOOD PANTRY

The Parish Mobile Food Pantry serves rural communities who do not have access to the larger pantries in Madison. Parishioners from St. Clare, along with a different local organization each month, unload and distribute food (delivered to Monroe's St. Vincent de Paul on the third Thursday of each month from 3:00-4:00 pm by a Second Harvest food-bank truck) to anyone in need of food.

Tara Stietz

### PLEASANT VIEW BIRTHDAY PARTY

This ministry provides a party for Pleasant View residents with December birthdays (other churches and organizations volunteer the other months). St. Victor School students sing and play bingo with the residents. Volunteers are needed to make cupcakes, provide bingo prizes, assist the residents playing bingo, and push the residents in their wheelchairs to and from the elevators.

Tara Stietz



### QUILTING GROUP

The quilting group has made over 3,000 tied quilts in the past 27 years, which have been sent to disaster areas through Lutheran World Relief. We welcome everyone to join us monthly on the second Monday, except December and January, and during Lent on every Monday in Nilles Hall from 8:30am to about noon.

Donna Phillips

### SECRET ANGELS

Parishioners send a greeting card at least once a month to a homebound or elderly person in the parish. Names and info are on an angel ornament at the end of December for those wishing to participate; let us know if you do not want your name on the angel list.

Tara Stietz



### ST. VINCENT DE PAUL - ST. VICTOR CONFERENCE

The foundation of the work of our St. Victor Conference is threefold: spirituality, friendship, and service. Our thrift store provides us with the necessary resources to provide financial assistance to friends in need. Following a face-to-face interaction with our friends in need, often through a home visit, this assistance is provided after consensus of Conference members.

Mellody Haug

# INDEX

Altar Care 7	Landscape Committee 11
Altar Servers 7	Lifelong Faith Formation 5
Anointing of the Sick 7	Loaves & Fishes Meal 14
Apostolate for Persons with Disabilities 12	Maintenance 10
Art & Environment Group 7	Mardi Gras 5
Baptism Team 4	Marriage Preparation/FOCCUS 5
Brunch with Santa 4	Men's Catholic Book Club 5
Building/Grounds 10	Men's Choir 9
Calvary Cemetery Committee 10	Mobile Food Pantry 14
Cantors 8	Money Counters 11
CDA 12	Music 8-9
Children's Liturgy of the Word 7	Parish Dinner Committee 11
Choirs 9	Parish Office Helpers 11
Confirmation Team 4	Photographers 11
Creation Care Team 12	Pleasant View Birthday Party 14
Elizabeth Ministry 12	Pleasant View Mass Assistants 9
Eucharistic Adoration 7	Prayer Tree 11
Extraordinary Ministers of Holy Communion 8	Quilting Group 14
Faith Formation 4	RCIA—Becoming Catholic 5
Family Promise 13	Sacristans 9
Food Pantries 13	School Volunteers 6
Friday Morning Coffee 10	Scrip Sales 6
Funeral Lunches 10	Secret Angels 14
Good Samaritans 8	St. Victor School Choir 9
Greeters 8	St. Vincent de Paul 14
Holiday Sharing at Pleasant View 13	Ushers 8
Home & School Association 5	Vacation Bible School 6
Home Communion Visitors 13	Women's Bible Study 6
Instrumentalists 8	Young Adults 6
JCDA 13	Youth Choir 9
Knights of Columbus 13	Youth Ministry 6

## We are...

### Guided by Christ.

We are open to be formed by Christ, through his words and the Holy Catholic Church, to become intentional disciples as we journey with each other.

### Growing in Christ.

We are dedicated to engage and accompany everyone into the graces of the sacramental life of the Church by loving abundantly in everything we do.

### Giving as Christ.

We are committed to a profound spirit of hospitality to all and seek to discover everyone's inherent gifts from God.

## 2020 Vision

At St. Clare of Assisi Parish, let's move beyond the basic perspective of seeing your faith as something you *do* to seeing your faith as something you *are*. How can you make your faith engaging? We invite all parishioners to move from a mode of maintaining a comfortable, familiar, obligatory, and personal faith to a communal faith of energy, relationship, and a sense of mission in our church.

Mass can become a repetitive scenario of the same handful of people doing the same ministries, but we encourage you to recruit new people. We have a thriving membership filled with capable, faithful followers! While we are so grateful for the current ministry leaders and members of the ministries within this booklet, we also need new faces, new voices, new spirit, new life, new thoughts, new ideas, and new people!

2020 is the start of a new decade, and we have a newly-renovated church to go along with it. Let's give our faith and our parish community some new life!

