

St. Thomas the Apostle

Ministry Catalog



8100 Brunner Road • Newton, WI 53063

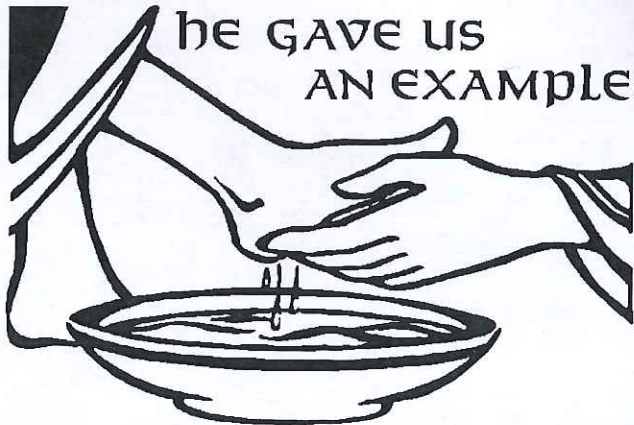
(920) 726-4228

Website: www.stthomasnewton.org

St. Thomas Stewardship • Prayer • Service • Sharing

Diocese of Green Bay
STEWARDSHIP PRAYER

*Generous and loving God,
You call us to be disciples of your Son Jesus
and good stewards of all your many gifts.
Open our minds and hearts to a greater
awareness and deeper appreciation
of our countless blessings.
Transform us through the power of your Spirit
to nurture a Stewardship way of life
marked by faith-filled prayer,
service to our neighbor
and generous sharing.
Teach us to be faithful servants of your gifts.
With Mary's help, may we return ten-fold
the gifts entrusted to us.
We pray through Christ, our Lord. Amen*



Renew Your Spirit of Time and Talent.

At St. Thomas the Apostle Catholic Community, the emphasis is on ***unconditional love*** and ***acceptance*** for members of our parish community and beyond.

Read through this Stewardship booklet and you will discover ***boundless opportunities*** for personal and spiritual growth along with meaningful ways to make a real difference in your community and beyond.

Good Stewards of Our Prayer...

- Make Mass the top priority on Sunday
- Spend time in prayer every day
- Pray with family and loved ones

Good Stewards of Service...

- Remain active in parish ministries
- Remain open to new ministries
- Teach your children to serve in the church

Good Stewards of Sharing...

- Make an intentional financial gift each week or month
- Sharing of your Time/Talent with your Parish Community and beyond.

MINISTRIES AT ST. THOMAS

PARISH COMMUNITIES.....

Art & Furnishings	Health Cabinet
Cemetery	Living Justice
Christian Women	Maintenance/Buildings/Grounds
Education/Faith Formation	O.T.I.S. Youth Group
Finance Council	Pastoral Council
Fundraising/Picnic	Stewardship
Hispanic	Worship

FAITH FORMATION.....

Baptismal Preparation	R.C.I.A.
Catechesis	Sacramental Preparation
Book Study	Bible Study
Religious Education Grades 1-12	Vacation Bible School

FUND RAISERS.....

Monster Cash Raffle	Wine & Cheese Tasting Event
Parish Community Picnic	

LITURGICAL/MUSIC MINISTRIES.....

Art & Environment	Instrumentalist
Cantor	Proclaimer/Lector
Choirs	Sacristan
Eucharistic Minister	Adult Funeral Servers
Hospitality	Lay Prayer Presiders
Piano/Organ Player	Altar Servers—Ages 8 & Older

OUTREACH MINISTRIES.....

Bereavement/Grief Group	Hope House
Blood Drive	Jail Ministry
Faith Responders	Prayer Chain
Giving Tree	Prayer Shawl Ministry
Care Ministry/Homebound Visits	O.T.I.S. Youth Group/ Mission Trip
Communion to the Homebound	
Rosary Making Group	Respect Life
The Crossing	Reverse Collections
Adult Missionaries (Haiti and Honduras)	

SUPPORT MINISTRIES.....

Advertising/Promotions	Funeral Luncheon Service
Baking/Kitchen Help	Parish Mailings/Office Helpers
Building Cleaners	Parish Socials
Calling Committee	Set-up Chairs & Tables
Collection Money Counters	Scrip Sellers
Flower Care (Inside & Outside)	

PARISH COMMUNITIES

Art & Furnishings Community

Involvement:

Objective: to respect the integrity and beauty of the building, interior and exterior.

Time Commitment: Meet as needed throughout the year.

Contact Person: Kathy Villeneuve at 920-693-8911

Cemetery Committee

Involvement: A commitment to the care and beauty and future of seven unique cemeteries. Must be able to make decisions that will be appreciated for generations, and be dedicated to our history as well as our future.

Time Commitment: The committee generally meets once a month for 2-3 hours. It is also recommended that each member visits each cemetery regularly at their discretion.

Contact Person: Jerry Zentner at 715-343-1627 or stthomascemeteries@gmail.com

Christian Women

Involvement: Serve for funeral lunches (You will be assigned to one of four funeral groups), and special events that come up within the parish. Help raise money to maintain kitchen supplies/equipment by sponsoring a Holiday Bazaar and the dessert stand at the parish community picnic.

Time Commitment: 8 yearly meetings (no meetings in January, February, July and August)

Meeting Dates: 2nd Monday of the month at 11:30 am-Lunch and Meeting.

Contact Person: Carol Kohlmann at 920-758-2147

Education/Faith Formation Community

Faith-based educational needs for the entire community. Sacramental preparation and working with RCIA candidates; Bible Study, Book Study, Scholarship Program, O.T.I.S. Youth Group, Mission Activities, Adult Education Classes, Speakers.

Contact Person: Bill Bertsche at 920-323-2698 (for monthly meeting times)

Contact Pam Fischer, Faith Formation Director: Grades 1-12 at 920-726-4228 or pfischer7662@gmail.com

Contact Barb Dehne: O.T.I.S. Youth Coordinator at 920-286-2651 or barbdehne@hotmail.com

Finance Council

Involvement:

This community manages, allocates and budgets financial resources. They review the annual budget and assist in future financial planning for the parish.

Accountability to parish members is critical, since it is important that parishioners take ownership and assume responsibility for the life of the local Church. Should have a high interest in finance. This position is approved by the Parish Director.

Contact Person: David Pfaffenbach at 920-693-8129.

Commitment: Monthly on the third Thursday of the month at 6:30 pm at St. Thomas.

Secretary Treasurer: Barb Backhaus —920-726-4303

Fund Raising/Picnic Community

Involvement: Being part of a dedicated team who oversees the raising of funds for the building fund or other needed projects and the annual Parish Community Picnic.

Will assist in discussing the various fundraising events/parish picnic, promotion, selling of tickets, and set-up at the events.

Commitment: Meet as a group when fundraising events occur to discuss and plan these events. Several hours of time as needed when events are happening.

Contact Person: Jim Brunner at 920-323-4109

Picnic Contact Person: Brenda Endries at 920-973-4936

Health Cabinet Community

Involvement: The Health Cabinet of St. Thomas the Apostle are members of the faith community dedicated to a holistic approach to health encompassing mind, body, and spirit in an ever changing and growing community.

We strive to accomplish this spiritually-based ministry for people of all ages through education, health-related activities, presence, and listening.

Attending evening meetings held approximately every other month.

Assisting with monthly Blood Pressure Screenings

Commitment: 1½–2 hours for meetings when scheduled; 1/2 hour for blood pressure screenings.

Contact Person: Merrily Zimmer at 920-901-5031 or merrily.zimmer@gmail.com.

Contact for Blood Drive: Judi Roberts at 920-684-9418, for more information.

Health Cabinet-Care Ministry

The Care Ministers will be available to respond and visit the individuals in our community who are alone, or ill or facing any kind of crisis, trauma or personal loss.

- Care Ministers are trained to listen, compassionately understand, support, and pray with persons in need of support.
 - Care Ministry Coordinators: Merrily Zimmer at 920-901-5031 or merrily.zimmer@gmail.com and Shirley Fessler.
 - Current Trained Care Ministers: Shirley Fessler, Merrily Zimmer, Vida Willins, Ruth Ahl, Joan Neumann, Joanne Olm, Sr. Pat Touhey, Steve Zimmer, Jeanette Pekarske, Joan Fessler, Brooke Neuser, Karen Vater and Pat Zentner
-

Hispanic Community

Involvement: Will work with Alina DeWitt and our Hispanic community's liturgies, education needs and Hispanic Events.

Commitment: Meet as needed to help at retreats or special events and during the Spanish Mass.

Contact Person: Alina DeWitt at 920-254-4815

Living Justice Community

Purpose/Goal In the Light of the Gospel message of peace and justice, we seek to enlighten and empower our faith community to seek justice and promote human development through education, formation and action.

Commitment: The group meets on the 2nd Thursday of the month at 6:00 pm.

Contact Person: Deacon Steve Zimmer at 920-889-3257 or deaconstevez@gmail.com

Maintenance/Buildings/Grounds

Involvement: Special projects and seasonal tasks such as snow shoveling, lawn cutting, building repairs and general maintenance of the building and grounds. Help set up tables and chairs when needed. Some of the projects will require special skills of woodworking, plumbing, and basic repairs.

Commitment: Individuals will be called when help is needed. A schedule for Lawn Cutting is set up for May—October. A schedule for Snow Shoveling is set up for November—April.

Contact Persons: Charlie Heinzen at 758-2740, Roger Mayer at 726-4583 or Sue Karbon at 726-7228.

OTIS: Optimistic Teens Improving Society

Involvement: OTIS youth (grades 6th-12th) and leaders participate in community service projects which include: Highway Clean Up with Catholic Financial in Spring and Fall, Salvation Army Christmas Shop, The Haven, The Hope House, putting together Rosary kits, BINGO or Sing-A-Longs at Manitowoc Health Care, College Care Packages, cards for the homebound and making pillowcases and cards for children in the hospital.

Each summer, OTIS goes on Mission Trips. One group consists of 6th-12th graders and another group consists of only high-school aged young adults.

To raise money for the OTIS Mission Trips, OTIS holds free will fundraisers which includes corn and pumpkin sales in Fall; apple pie sale in November; cookie sale in December; chili sale in April and in May, they hosts a night at Luigi's where they take orders and bus tables to earn tips.

Commitment: This group (6th-9th grades) meets 7:45-8:30 pm at St. Thomas bi-monthly on Wednesday nights after their Religious Education class. We would love to have you as part of our group.

Contact Person: Barb Dehne at barbdehne@hotmail.com

.....

Pastoral Council Community

Involvement: Truly pastoral, those called to this community listen, discuss, plan, vision, communicate, soothe and, at the heart of its ministry, pray. The Mission Statement of the Local Church guide them to look at needs in the parish.

Term limits apply.

Contact Person: Barb Graf at 693-8611

Secretary Trustee : Faye Reisterer is part of this group

.....

Stewardship

Involvement: Instrumental in support/encouragement to parish members to live as our Founder, Jesus, by sharing prayer, service and sharing. Discuss ways we can be an open and welcoming parish through hospitality, reverse collections, outreach to others, volunteers, family events, etc...

Commitment: Monthly meeting on the 2nd Tuesday of the month at 6:00 pm. Additional time working with scheduled Family Events and Volunteer Appreciation Dinner and attending Diocesan Stewardship Day in May.

Contact Person: Sue Karbon at 726-4228 or karbon sue@gmail.com

.....

Worship Community

Involvement:

Plans and prepares for the seasons of the Church year and special liturgies. Those who serve have a special love for the liturgy of the Church and a desire to help people grow spiritually in love of God and neighbor. Also looks after the art and environment of the Worship Space and coordinates the various liturgical ministries.

Commitment: Monthly meetings are held.

Contact Persons: Sandie Fitzgerald at 726-4753 (**Liturgy Director**)

Julie Koenig at 920-684-4451. (**Music Director—choir and instrumentalists**).

Liturgy Ministry You are trained in all areas.

- **Sacristans:** Assist in setting up the Worship Space for liturgy: setting out vessels, preparing gifts for procession, ensuring the arrival of Proclaimers, Greeters, Eucharistic Ministers, Servers and inviting volunteers to carry the Processional Cross and clothe the Sacred Table. Vessels are then cleansed after Worship and put away.
- **Servers:** This ministry is open to all boys and girls who are in grades four and above. Parents with a child can serve together.
- **Cross Bearer:** This can be an adult or youth. When Mass starts you will take the cross up to the front of church as part of the procession. When Mass ends, you take the cross out of church as part of the ending procession.
- **Funeral Altar Servers:** This Ministry assists the priest at funeral services. These ministers help to represent the entire parish at a time when a family is in need of Christian compassion and hope.
- **Proclaimers of the Word:** Serve the community in a deeply reflective way by imparting the spirit of the Word of God. Anyone willing to share their ability to proclaim as well as their faith in this way is encouraged to do so. This ministry is open to anyone high school and older.
- **Eucharistic Ministers:** Where one truly shares the Body and Blood of Jesus as well as oneself during the communion procession. Assist in distributing Communion hosts or the consecrated wine.
- **Hospitality/Usher:** Warm and friendly smiles, welcoming handshakes help set an inclusive tone for the liturgy. These Ministers welcome everyone as they enter the Worship Space and hand them a liturgical aid. If not previously assigned, ask some one to clothe the altar and bring up the gifts. Help with seating if necessary. Take up the collection. Will also assist with the "Reverse Collection" when needed. After Mass collect the liturgical aids and straighten up the Worship Space. Put the collection into a bank bag and give it to the sacristan for deposit. Must go through a training session. You will be assigned to the weekend Masses that you have requested. Assigned schedule comes out every few months. Need to arrive early and leave a little later than the rest. Truly the watchful order of the Church: offering assistance, handing out liturgical aids, and keeping an eye on the needs of all, even using an umbrella on a rainy day to escort people from their cars!
- **Funeral Hospitality:** Open doors and greet family members and friends of the deceased with compassion and love. This may happen during the day, evening or weekend. Answer questions they may have.

Worship: Music Liturgy

Choirs: Adult and Children

Involvement: Willingness and love for singing and the desire to enhance the Assembly's worship. All voices are welcome to sing with us. For the Funeral choir, you should be available during the day, evenings or weekends to sing during funeral liturgies, ministering to families through music.

Instrumentalist: Piano, Organ, Flute, Horn, etc..

Commitment: Weekend liturgies and/or special feast and celebrations. Rehearsal is on Monday night starting at 6:30 pm.

For funerals, a brief rehearsal 1/2 hour before the funeral liturgy.

Cantors: Provide leadership and direction during Mass. They encourage the congregation to participate in song and to pray through the gift of music.

Contact Person: Julie Koenig at 920-684-4451

FAITH FORMATION

Baptism Preparation

Involvement: Meet with couples who are preparing for the baptism of their child. Discussing with them the Sacrament and its Symbols and Ritual in a relaxed and meaningful way as a person(s) who has walked this parenting journey. Training will be provided.

Commitment: Based on the number of volunteers. Baptism preps typically offered monthly. Time will vary from 1-1 1/2 hours.

Catechesis for all

Involvement: Will be working with Religious Education students—teachers may be needed for the various grades; Children's Liturgy, Vacation Bible School, or various planned events.

Commitment: Children's Liturgy—Sundays during 10:00 Mass. Plan activity for ages 3-7 for about 20 minutes. Sign up on a rotating basis. You will need to take the VIRTUS Program when working with children. **Vacation Bible School**—held during one of the summer months for one week. Helpers are needed to teach, food preparation, assistants, or set up/clean up. Time commitment will vary.

Rite of Christian Initiation for Adults (RCIA)

Involvement: Faith sharing and sharing of Scripture with Catechumens/Candidates.

Commitment: Whatever time they can share regularly with the Catechumens from the end of September to Holy Saturday. If interested, any confirmed parish member can be a sponsor to a Catechumen.

Vacation Bible School—VBS offers a fun, exciting, educational program that brings youth closer to Jesus. Held one week during the summer. Volunteers may choose to help make snacks, oversee arts and crafts, help with music, stories, decorating etc..

Commitment: Helping a few hours when Vacation Bible School is held.
Call the parish office at 920-726-4228 if interested in any of the above.

FUNDRAISING EVENTS

Wine & Cheese Tasting Event

Involvement: Help with the advertising and promotion of it. Sending out letters to businesses, picking up donations, selling tickets before and after Masses, set up and work at the event, clean up after.

Commitment: When needed, meetings will be held to plan and discuss the event.

Monster Cash Raffle

Involvement: Held in conjunction with the parish community picnic. Help promote it, work with advertising it, and selling tickets.

Contact Person: Jim Brunner at 920-323-4109

Parish Picnic

Involvement: The parish picnic is held the fourth Sunday of July and requires the hands of many to be successful. Picnic

Co-Chairpersons are needed each year as well as head chairpersons for areas such as food, games, publicity, bingo, desserts, raffles, beer area, etc... Members who are more physically able are invited to set up and clean up. or any other duties involved with the picnic.

Commitment: Will involve monthly meetings for a few months before the picnic and wrap-up meetings after. Head Chairpersons of each area will be responsible for their area (to order supplies, oversee helpers, set-up, clean-up, etc..), and whatever else is needed to have their area run smoothly.

Picnic Contact Person: Brenda Endries at 920-973-4936



OUTREACH MINISTRY

****Adult Missionaries (Haiti and Honduras)**

Involvement: Each year adult members of St. Thomas and from the surrounding churches do a Missionary trip to Haiti and Honduras.

Contact: the parish office at 920-726-4228 for more information or watch for bulletin announcements on this.

****Faith Responders:** This group is comprised of parish members/families of St. Thomas who are interested in reaching out to help our parish members when help is needed for Spring and Fall lawn clean-ups (helping our elderly with lawn cutting), cooking meals, housekeeping, moving, minor house repairs and painting, landscaping help at St. Thomas and emergency clean ups. Our outreach to our local community consists of working with Habitat for Humanity, Special Olympics, Salvation Army, and any other group that may need our assistance. At this time St. Thomas has about 50 parish members that are part of this group.

Involvement: When help is needed for a project you will be informed through an email. Sometimes help is needed within a few days. Each situation is different. Springtime is a busier time with lawn clean ups and setting up schedules for lawn cutting.

Contact Person: Sue Karbon at 920-726-4228

****Giving Tree:** Help oversee the Giving Tree at Thanksgiving time.

Involvement: Giving Tree is up from mid November-to first week in December. Cut out ornaments, write names and gifts on the ornaments, set up giving tree.

Contact parish office at 726-4228 if you are interested in helping with it.

****Prayer Shawl Ministry**

Involvement: This group makes Prayer Shawls for people who are sick, recovering from surgery, had a baby, lost a loved one, someone in a nursing home, student leaving for college, or someone who needs prayers. These shawls are blessed. At this time they meet on the first Wednesday of the month, 10-11:30 am. If you have never knitted or crocheted, someone will teach how to do it. If you can't make the meetings, but still would like to make Prayer Shawls, please call the parish office at 726-4228 so we can get you the booklet with patterns and prayers in it. You then bring the Prayer Shawl back to St. Thomas to be blessed and then it is given to someone.

Contact Person: Kathy Szymczyk at 920-860-7141

****Rosary Making Group**

Involvement: learn how to make rosaries for our Diocesan missions. We will teach you how to make rosaries and supplies will be available. Once you know how to make these rosaries, you can take supplies home and make the rosaries in your home, and then bring them back at the next meeting. Meetings are held the first Wednesday of the month, 1-2:30pm.

Contact Person: Kathy Szymczyk at 920-860-7141

****Prayer Chain:**

Involvement: This ministry communicates and takes prayerful action on the needs of the community. Its members faithfully intercedes on behalf of others in need by praying for specific requests, concerns and emergency situations.

Commitment: Desire and time to receive prayer requests and thanksgivings, forward them to the next available person through telephone contact in the network, and pray immediately for each request. You will receive a Prayer Chain binder with all Prayer Chain contact persons and phone numbers and sheets of paper to write prayer requests down.

Contact Person: Karen Vater at 920-726-4716

****Prison Ministry**

Involvement: Even the most broken lives and situations can be restored and made whole when we respond to God's call to serve men and women behind bars. Prison Ministry is set for twice a month on Thursdays, 6-8pm.

Contact Person: Al Forner at 920-946-8260

****Sunday Communion to the Homebound:**

Involvement: Persons who are Eucharistic Ministers can also volunteer to take Communion on Sundays, to our elderly members who are homebound or in Assisted Living/Nursing Homes and not able to come to church or to parish members who are sick or hospitalized. This is done on a rotation basis.

Contact Person: Terry Burbey-Schelmelze at 920-683-3287

SUPPORT MINISTRIES

****Baking:** Throughout the year, desserts, cookies, bars are needed for the Holiday Bazaar, Christian Women dessert table at the parish picnic, for dinners or events at St. Thomas. Your name will be put on a list to be called when these items are needed.

****Building Cleaners:** The building is thoroughly cleaned the first Monday of the month—windows are cleaned, (when it lands on a Holiday, it will be cleaned the following day or following Monday). On the remaining Mondays, general cleaning is done—bathrooms cleaned, church cleaned, vacuuming rugs, etc... You can either sign up to help with weekly cleaning or the monthly building cleaning.

****Calling Committee:** When help is needed for baking, or working at events, we need some volunteers to call these people. This can be at any-time through out the year. You will get a list of bakers or people who can help at events to call. Once you made the phone calls, you bring the information back to the office.

Contact Person for the above: Sue Karbon at 726-4228

SUPPORT MINISTRIES

****Collection Money Counters:** A team assists the parish bookkeeper in counting, recording and depositing (to the bank) all Saturday/Sunday collections. To ensure Diocesan Auditing standards, the group works as a team, following standardized procedures for the proper counting and recording of monetary gifts to the parish. Volunteers will be trained.

Money counting is done on Wednesday mornings at 9:00 am.

Contact: parish office at 726-4228

****Flower Care (Inside & Outside):**

Inside Flowers: This involves working with the flowers and plants that enhance the Worship and Gathering space. A group gets together at 8:00 am on Saturday mornings to refresh and rearrange floral arrangements that are in the Gathering and Worship spaces

Contact Person: Darlene Binversie at 920-693-3377

Outside Flowers: You will be part of a group that takes care of the flower beds from Spring through Fall. This can include planting, weeding and watering the flower beds. It can also include helping with landscaping projects.

Contact Person: Kathy Villeneuve at 920-693-8911

****Funeral Luncheon Service:** To assist the Christian Women group when extra help is needed with serving a funeral dinner. You will be assigned to one of four groups. The group leader will call you when it's that funeral group's turn. You can specify if you can work only days, nights or Saturdays.

Contact Person: Carol Kohlmann (Christian Women) at 758- 2147

****Office Helpers:** To assist the office staff answering the phone when the staff is attending meetings or conferences. Or, if any other help is needed like putting booklets together, cutting Reverse Collection slips, etc..

****Parish Mailings**

Involvement: Bulletin Inserters: Thursdays at 8:30 am.

There are two separate bulletin inserter groups. One group comes the first, third and if needed the fifth Thursdays of the month and the other group comes the second and fourth Thursdays of the month. You will help put inserts in the bulletins, tape them shut and put family address labels on the bulletins. Takes about 1 to 1½ hours, depending on how many inserts there are.

Other parish mailings: To assist the parish staff if any parish mailings need to go out. You will be called when needed.

Contact Person: Sue Karbon at 726-4228

****Parish Socials:** When a social event is held at St. Thomas the Apostle, volunteers will be needed to help organize, prepare the food, setup the event and clean up afterwards. This can be a Family Breakfast, Fish Fry, Chili Supper, etc...

****Scrip Sellers:** Help sell Scrip before and after the weekend Masses on a rotation basis. When scheduled: ½ hour before and after Masses. Will be trained on what to do.

Contact Person: Marge Engelbrecht at 920-901-2321

St. Thomas the Apostle Catholic Community

Vision

St. Thomas the Apostle Catholic Community strives to radiate the true spirit of Jesus Christ at all times to all people, especially the poor and needy. We embrace our cultural differences while celebrating our oneness in Christ. Our focus is to include all ages through opportunities of education and evangelization to reach the ultimate goal of glorifying God's name in word and deed.

Mission Statement

St. Thomas the Apostle Catholic Community exists to be a vibrant faith-filled community, proclaiming with our lives that God is deeply in love with us. Through open hearts, meaningful worship and compassionate service, we model the Spirit of Christ in the world today.