

St. Raphael the Archangel Catholic Church

STEWARDSHIP OF SERVICE

volunteer your time and talents



*“The life of Jesus is a life for others.
It is a life of service.”*

—Pope Francis



St. Raphael Parish Mission Statement

St. Raphael the Archangel Congregation, Oshkosh, Wisconsin, holds as its mission the continued ministry of Jesus, the Christ, as revealed to us in the Gospels, the Church, Tradition, Life Situations and all of Creation. We are called to respond to the needs of the family of God both locally and globally through good stewardship of the many talents and gifts within our members. We will encourage community and personal prayer to foster a dedication to life, love and faith, as the People of God.

A MESSAGE FROM THE PASTOR

Dear Parishioner,

You may have heard the Scripture passage that reads, “As each one has received a gift, use it to serve one another as good stewards of God’s varied Grace” (1Pt 4:10). What is your gift, and how do you use it to serve others?

Stewardship of service as a way of life invites you to become an active disciple at St. Raphael Catholic Church by sharing your gifts and talents. This booklet contains descriptions of events and opportunities, some of which may compel you to respond to God’s call to use your talents or develop new ones. You may also choose events as a family unit that will engage the whole family and support building relationships while teaching by example.

May the Holy Spirit urge you, after prayer and reflection, to respond by completing the Stewardship of Service Commitment Card and returning it to the parish office, or by calling the parish office at 920 233 8044 to inquire about a ministry if you do not have a card.

Thank you to all who have given so generously of their time and talent over the past year. St. Raphael is a spiritual community gathered to pray together, be active in our community, socialize in a positive environment, and assist those in need.

Please continue to join us in living the Stewardship way of life, and may God bless you.

A handwritten signature in black ink that reads "Fr. Doug LeCaptain". The signature is written in a cursive style with a long horizontal flourish under the name.

Fr. Doug LeCaptain, Pastor

TABLE OF CONTENTS

1 **A Message from the Pastor**

Parish Leadership

- 4 Adult Faith Formation Commission
- 4 Finance Council
- 4 Human Concerns Commission
- 5 Pastoral Council
- 5 Stewardship Commission
- 5 Worship Commission
- 5 Youth Education Commission

Communication and Technology

- 6 Multimedia Team
- 7 Radio Broadcast Ministry
- 7 Technology Team

Education and Formation

- 8 AFTERSHOCK High School Youth Ministry COR Team
- 8 AFTERSHOCK High School Youth Ministry Support Team
- 9 Babysitter
- 9 Catechist (Teacher)
- 9 Children's Liturgy of the Word (CLOW)
- 9 CIC Assistant Teacher
- 10 Middle School Youth Ministry Advisory Committee
- 10 RCIA Sponsor
- 10 Substitute Catechist
- 10 Sunday School Catechist
- 10 Students with Special Needs
- 10 Vacation Bible School

Human Concerns

- 11 Christ Child Society *
- 11 Elizabeth Ministry *
- 11 Meal Prep for Fr. Carr's *

Pastoral Ministry

- 12 Bereavement Ministry
- 12 Care Ministry Program
- 12 Communion to the Homebound
- 12 Nursing Home Ministry
- 12 Prayer Shawl Ministry
- 12 Prayer Chain Ministry

Parish Support Services

- 13 Building Maintenance
- 13 Funeral Luncheons
- 13 Holy Duster
- 14 Mail Crew
- 14 Outdoor Environment Team
- 14 Welcome/New Parishioner Information

Special Events and Social Ministries

- 15 An Evening In...
- 15 Baking Ministry
- 15 Christmas Tree and Wreath Sales
- 15 Fish Fry
- 16 Knights of Columbus *
- 16 Mardi Gras
- 16 Mission Trips for Adults
- 17 Mission Trips for Youth
- 17 Saint Vincent de Paul Society *
- 17 Salvatorian Mission *
- 17 Senior Social Events

- 17 Soup & Study
- 17 Sunday Coffee and Donuts
- 17 YMCA Parish Night

Worship Ministries

- 18 Altar Server
- 18 Cantors/Accompanists/
Instrumentalists
- 19 Choir, Adult
- 19 Choir, Men's
- 19 Choir, Youth
- 19 Communion Minister
- 20 Greeter
- 20 Lector
- 20 Linen Laundry Ministry
- 20 Plant and Flower Care
- 20 Sacristan
- 20 Sign Language Ministry
- 20 Usher
- 20 Votive Candle Care
- 21 Wedding Coordinator
- 21 Worship Environment Team

The Next Steps

- 22 How to proceed after reviewing the booklet

Sections marked with an asterisk denote an opportunity through an organization whose leadership is located outside of St. Raphael the Archangel Catholic Church. These groups, along with their events and projects, may be hosted at St. Raphael and be comprised of parishioner volunteers, but are not overseen by St. Raphael staff. We are happy to direct you to the people in charge of the events and groups.

PARISH LEADERSHIP

Adult Faith Formation Commission

The Adult Faith Formation Commission plans and carries out various formation opportunities for growth in faith, prayer, and study. The group meets monthly. In addition to the meetings, the AFFC helps to promote, set up, and be present at large group events. Members are chosen through a selection process held in the spring of the year.

Time Commitment: 1-hour monthly meetings and special events.

Finance Council

The general purpose of the Finance Council is to assist and advise the pastor and parish leadership in the wise stewardship of the material gifts entrusted by God to the parish in support of the mission of the parish and broader church. The Finance Council meets once a month and discusses all financial issues the parish may have, including but not limited to: financial statement review, budget review and approval, and to assure the parish follows all canon and civil laws. The pastor appoints “at large” members to the council. Trustees are voted in by parishioners.

Time Commitment: 1-hour monthly meetings and follow-up as needed.

Human Concerns Commission

The Human Concerns Commission facilitates ways for parishioners to go beyond the walls of St. Raphael Parish into the local community, the state, our country, and the world. The commission strives to promote Catholic social teaching by providing service to those in need and works for justice to address the root causes of societal needs. Members are chosen through a selection process held in the spring of the year.

Time Commitment: 1-hour monthly meetings and help to host special events.

Pastoral Council

Pastoral Council is consultative to the pastor on all that pertains to the mission of the parish. The purpose of the council is to assist the pastor on behalf, and for the good, of the parishioners through consultation in establishing, coordinating, and directing the spiritual, moral, and economic life of the parish. The council assists with the mission statement and parish vision, and with the planning, program evaluation, and pastoral renewal of the parish. Members of the council are confirmed, practicing Catholics, and must be registered members of the parish. Members are chosen through a selection process held in the spring of each year.

Time Commitment: 1.5-hour monthly meetings and sub-committee work as needed.

Stewardship Commission

The Stewardship Commission's role is to seek to engage and encourage all members of the parish to become active participants of this faith community through prayer, service, and sharing. The Stewardship Commission works to accomplish this mission by providing a variety of opportunities in our parish life to experience Stewardship. Parishioners are committed to Stewardship as a way of life to inspire all parishioners to acknowledge their gifts from God, cultivate these gifts, and share them generously for the benefit of our parish and community. Members are chosen through a selection process held in the spring of the year.

Time Commitment: 1-hour monthly meetings September–May.

Worship Commission

The Worship Commission assists the pastor, parochial vicar, and the liturgist by supporting the worship life of the parish and fostering its growth. This includes developing, coordinating, promoting, and evaluating all liturgical activities within our parish community. The Worship Commission meets several scheduled times from September through June. Members are chosen through a selection process held in the spring.

Time Commitment: 1-hour meetings 5 times per year and to help with liturgical events as needed.

Youth Education Commission

The goal of the Youth Education Commission is to foster the spiritual, cognitive, and emotional development of each child and support the spiritual life of the domestic church. The commission is comprised of adults from the parish who have experience in working with youth and families and are interested in setting long- and short-term goals for youth faith formation. The commission meets quarterly. Members are chosen through a selection process held in the spring of the year.

Time Commitment: 1-hour meetings 4 times per year.



COMMUNICATION AND TECHNOLOGY

Multimedia Team

The Multimedia Team is a ministry comprised of Booth workers and people who volunteer as photographers and/or videographers. During weekend and special Masses and occasional events in the church, the Booth controls projects and lyrics using a Mac Pro computer and presentation software, remotely operates cameras, manages lights and fans, and oversees sound mixing and levels on the soundboard. No experience is necessary and training is provided. Booth members sign up for Masses on a rolling basis with monthly schedules available. Photographers and videographers volunteer at events and Masses when requested and at their discretion. They are also contacted for project opportunities as they arise and volunteers commit as they are available.

Time Commitment: At least one Mass per month with a 25-minute early arrival required for Booth, or as needed and at your discretion for photo/video.



Radio Broadcast Ministry

Every Sunday morning we broadcast the 9 am Mass at St. Raphael on WOSH AM 1490. If you have an interest in broadcasting or audio production, we encourage you to join the production team. Volunteers in this ministry are required to learn how to operate the soundboard, radio broadcast board, playback machinery, CD player, audio recorder, lights, and fans. Duties include mixing the audio and monitoring levels for the radio, main church, and other sound output areas in addition to hosting the radio Mass broadcast. You will be educated in the order of the Mass as well. Volunteers sign up on a rolling basis and monthly schedules are available. No experience necessary. Training is provided.

Time Commitment: At least one Mass every 4–6 weeks.



Technology Team

If you have technological expertise and are interested in lending your talents on an as-needed basis, this is the ministry for you. We are also open to weekly or bi-weekly volunteer sessions. Otherwise, volunteers will be contacted when a project surfaces. Our focus is on preventative maintenance and special projects. The coordinator will make sure you have an adequate amount of time and resources to complete every task you volunteer to assist with. Knowledge of both Windows and Mac operating systems are a plus. Other equipment includes basic office machinery like printers and wifi access points. Projects include tasks such as data migration, running updates, installing software, checking the technology inventory, researching potential equipment, etc.

Time Commitment: Varies by project.

EDUCATION AND FORMATION

AFTERSHOCK High School Youth Ministry COR Team

Our young people are seeking adults to walk with them on their journey towards Jesus. As a member of the AFTERSHOCK COR Team you are the heart of youth ministry in our parish. The COR team helps plan and coordinate opportunities for our high school students to encounter Christ in their lives. COR team walks with our high school students in a mentor relationship, showing support through prayer and friendship. The commitment to the team can vary depending on the roles you wish to take. Average involvement is about 3 hours per week during the academic year. The team is supervised and supported by the Coordinator of Youth Ministry, so no matter your level of knowledge of the faith, anyone who loves Jesus and working with teens would make the perfect addition to this dynamic team.

AFTERSHOCK High School Youth Ministry Support Team

The support team is equally important to high school youth ministry as is the COR Team. The support team is designed for people who cannot fully commit to the 3 hours a week of service needed for the COR Team, but wish to support our young people. The support team can be present at retreats, weekly gatherings, or whenever available. A support team volunteer could also be a prayer warrior or provide food donations! Whatever your talents may be, we would be able to put them to good work in helping our high school students encounter Christ in a powerful way.



Babysitter

Young adults in grades 6–12 are needed to assist with childcare on Tuesday and Wednesday evenings during Religious Education classes and parish social events. Babysitting is a valued ministry that allows families with younger children to participate in various church activities.

Time Commitment: Varies.

Catechist (Teacher)

All lesson plans and materials are provided along with coaching from a grade-level coordinator. A commitment to teaching weekly classes and attendance at two in-services throughout the year is required. Complimentary childcare is available for all catechists and substitute catechists. Catechists must be confirmed Catholics and must complete a background check and safe environment workshop.

Time Commitment: Approximately 1.5 hours per week September–May (1 hour in the classroom and 30 minutes of lesson preparation).

Children's Liturgy of the Word (CLOW)

During the 9 and 11 am Sunday Masses (excluding holidays), children ages 5–10 can listen to readings and participate in activities free of charge to help them understand the Scripture stories and grow closer to God. Volunteers are needed during Mass and must be middle school age to supervise, and at least high school age to lead. Volunteers sign up at their own convenience. No experience necessary. Materials and training are provided.

Time Commitment: 1 hour at 9 or 11 am Mass on Sundays, sign up at your own discretion.

CIC Assistant Teacher

The Rite of Christian Initiation of Children (CIC) is the process by which young candidates are fully initiated into the Catholic Church. The CIC assistant teaches a prepared lesson for students during student class sessions and helps the coordinator during family classes.

Time Commitment: 1 hour per week October–Easter.



Middle School Youth Ministry Advisory Committee

Our middle school students are looking for opportunities to learn who they are as they continue to grow into young adults. The Middle School Youth Ministry Advisory Committee is designed to assist in planning and coordinating opportunities for our middle schoolers to grow in faith and participate in service. This committee is open to both adults and middle schoolers who are interested in assisting the Coordinator of Youth Ministry provide the best opportunities possible to our young people. The committee meets quarterly to plan events and members are asked to support the monthly events as their schedules allow. It's a great opportunity to serve the future of our Church!

RCIA Sponsor

A sponsor for the Rite of Christian Initiation for Adults (RCIA) is a person who journeys with someone considering and following the process to be fully initiated into the Catholic Church. A sponsor comes to weekly gatherings in which the participants learn about the Catholic faith and teachings, study the Gospels, and share faith experiences. A sponsor walks with a candidate and shares in their journey to learn and grow in faith from September leading up to Easter Vigil.

Time Commitment: Monday evenings 1.5 hours and attendance at some specific Masses September–Easter.

Substitute Catechist

Substitute catechists must be willing to teach on an as-needed basis and are encouraged, though not required, to attend two in-services throughout the year. Substitute catechists must complete a background check and attend the safe environment workshop.

Time Commitment: Varies.

Sunday School Catechist

Children age 4 or 5 by September 1 of the current school year can participate in our Sunday School program. Children meet biweekly during the 9 and 11 am liturgies from September to early May. Catechists are needed to help teach the children, similar to a catechist's role in the grade 1–8 program.

Time Commitment: Approximately 1.5 hours per week September–May (1 hour in the classroom and 30 minutes of lesson preparation).

Students with Special Needs

Every effort is made by the Faith Formation staff to accommodate students with special learning needs within the context of the regular classes. It is our intention to provide your child with the same support he/she receives in his/her regular education classroom. Parents with children with special needs should make an appointment with the Coordinator of Religious Education to discuss what accommodations may be necessary. People interested in volunteering their talents and time to assist in the education of children with special needs should also contact the Coordinator of Religious Education to see what opportunities are available.

Vacation Bible School

Each summer students PK–5th grade are invited to attend a week-long half day camp that focuses on scripture passages and growing our relationship with Jesus. Volunteers are needed to assist as station leaders, small group leaders, kitchen helpers, environment team members, and registration. Both adult and youth volunteers (grades 6-12) are needed to work directly with the children.

Time Commitment: Varies according to role during the week or before/after for setup and takedown.

HUMAN CONCERNS

Christ Child Society *

The Oshkosh Chapter is a member of the National Christ Child Society. Members are actively involved in supporting various ministries in the Fox Cities community. Through fundraisers, the society provides clothing in layettes for needy newborns and a “My Stuff” bag filled with clothing, personal items, etc. for homeless children. Items are sent to various agencies and hospitals in the Fox Valley. Members may attend workshops to see what interests them most.

Time Commitment: Attending a monthly workshop and meeting.

Elizabeth Ministry *

Elizabeth Ministry is a like-to-like outreach to women during times of miscarriage, nursing questions, stillbirth, difficulty conceiving, infertility, adoption issues, birth defects, etc. Visits to affirm, support, encourage, and to assist women in these situations take place in the home, hospital, or church settings.

Meal Prep for Fr. Carr's *

This ministry seeks volunteers who are willing to prepare food for those in need. Approximately 100 meals are prepared at St. Raphael's kitchen on the last Saturday of each month for Father Carr's Place 2B, a local non-profit that serves the poor according to Matthew 25:31-46.

Time Commitment: 2 hours on the last Saturday morning of the month.

Sections marked with an asterisk denote an opportunity through an organization whose leadership is located outside of St. Raphael the Archangel Catholic Church. These groups, along with their events and projects, may be hosted at St. Raphael and be comprised of parishioner volunteers, but are not overseen by St. Raphael staff. We are happy to direct you to the people in charge of the events and groups.

PASTORAL MINISTRY

Bereavement Ministry

Bereavement Ministry is intended to comfort and walk with those who suffer the loss of a loved one. This ministry also becomes the first “Stepping Stones” that support those suffering loneliness by reintroducing social outings. Follow-up via phone call with parishioners who have lost a loved one. Training provided.

Time Commitment: 3 phone calls per month.

Care Ministry Program

Care ministry is a one-on-one program that believes we are a people called by God and empowered by the Spirit to continue the work of Jesus. Our mission is to respond through a listening presence to the needs of others as a continuation of Jesus’ ministry of healing through home visits. Training provided.

Time Commitment: 2 times per month.

Communion to the Homebound

Communion to the homebound is a ministry that serves parishioners through prayer, Word, and Eucharist. Our ministers bring Communion and a caring presence to the homebound and those recovering from illness. Training provided.

Time Commitment: Weekly.

Nursing Home Ministry

Our nursing home ministry builds relationships through group prayer, faith, our parish community, in Word, and in Eucharist. People in this ministry bring Communion and/or do a group Communion service, as well as visit nursing home residents. Training provided.

Time Commitment: Monthly and varies.

Prayer Shawl Ministry

This ministry is intended to bring comfort and joy to those in need of healing through the gift of a prayer shawl. People in this ministry use their gifts to knit or crochet shawls while prayers are being said.

Time Commitment: Varies.

Prayer Chain Ministry

Prayer Chain Ministry is filled with prayerful people who pray for those who are in need of healing and comfort. Volunteers receive a daily phone call with intentions to pray for.

Time Commitment: About 1 hour per day.

PARISH SUPPORT SERVICES



Building Maintenance

Volunteers with plumbing, electrical, carpentry, and general maintenance skills are needed. Depending on the project, others are welcome to join the group. Periodically there is a need for setups in the church, hall, and classrooms, especially for Christmas, Easter, holy days, and special events. Some outside work also.

Time Commitment: As needed.

Funeral Luncheons

This ministry represents our church community in a very compassionate way. Members work as a team to set up, serve, and clean up. Your commitment will be very beneficial to our parish families who have lost a loved one.

Time Commitment: As needed.

Holy Duster

The Holy Dusters have the privilege of cleaning our worship and gathering spaces, Good Samaritan Hall, and the library. Volunteers are scheduled to dust Monday through Saturday. Young children welcome to volunteer with parent supervision.

Time Commitment: 1 hour per session.

Mail Crew

Volunteers are needed to prepare parish mailings. This is an opportunity to meet others while providing a valuable service.

Time Commitment: 2–4 hours on weekdays as needed.

Outdoor Environment Team

If you enjoy gardening and caring for plants and flowers, you may want to volunteer for this ministry. The team cares for the flower garden in the courtyard, the planters at the front doors, the flag areas, and statue and church signage.

Time Commitment: Planting times as scheduled and weekly water rotations.

Welcome/New Parishioner Information

On the first weekend of the month this volunteer provides information and answers questions from potential parishioners. During Sunday coffee and donut serving in Good Samaritan Hall, people are welcome to discuss joining the parish. On Saturdays, volunteers are located in the gathering space.

Time Commitment: First weekend of the month for one Mass.



SPECIAL EVENTS AND SOCIAL MINISTRIES

An Evening In...

This popular annual event is held the last Saturday of January. Planning starts much earlier and help is always welcomed. A different country is selected each year and celebrated with that country's food, drink, entertainment, and decor. Volunteers are needed to help with setup before the event, bussing tables, serving drinks, taking tickets, etc. during the 3-hour event, and cleaning up after the event.

Time Commitment: Varies by position.

Baking Ministry

Many of our events and formation opportunities include a reception for guests to mingle, talk about their experiences, and reflect on the presentation. Bakers are needed to supply the reception with food for the attendees. Volunteers are put on a list and notified of baking opportunities when they arise.

Time Commitment: As needed, will be called.

Christmas Tree and Wreath Sales

This project involves the sale of about 325 trees and 30 wreaths. They are delivered on the Saturday before Thanksgiving and sales begin the Friday after Thanksgiving. Volunteers are needed on the morning of delivery and for sale shifts during the 3-week selling period. Volunteers provide customers with tree care information, baling services if needed, and handle transactions.

Time Commitment: 2-hour shifts for sales, 2 hours for initial delivery and set up.

Fish Fry

The famous Friday Night Fish Fry is a popular social event and fundraiser held six Fridays during Lent. Hundreds of volunteers are needed to work in 2-hour shifts. Chair/co-chairs and workers are needed for a variety of committees. Possible duties include food prep, cooking, serving, cleanup, and bringing desserts.

Time Commitment: 2-hour shift for general help, varies for chairs and committees.

Knights of Columbus *

The St. Raphael Knights of Columbus, Council 11305, is a lay Catholic family fraternal service organization. One of the primary missions of the Knights is to share their blessings by providing financial and volunteer support for fundraising drives to aid our parish, Lourdes Academy, other charities, and the Oshkosh area community. One example is the Tootsie Roll drive, which helps fund our city-wide religious formation for children with mental and/or physical handicaps.

Time Commitment: Monthly meetings and special projects.

Mardi Gras

On the Tuesday before Ash Wednesday, our parish parties! The evening begins with a dinner, continues with family entertainment, and concludes with the annual “Burying of the Alleluia” in preparation for the Lenten season. Volunteers assist with decorating, serving food, setting up, and cleaning up.

Time Commitment: Approximately 4 hours on the day of the event.

Mission Trips for Adults

One way we as a parish reach outside our walls and use special parishioner talents and gifts. We sponsor two trips: one to Kentucky to help build or remodel homes to provide safe housing, and the other is a medical and dental trip to the Dominican Republic. Ability in carpentry, electrical, and general maintenance work is needed for the Kentucky mission trip. For the medical and dental mission trip, we visit our diocesan-sponsored parish in Elias Piña with a team of doctors, dentists, nurses, pharmacists, and translators. We go out in the mountains, near the border of Haiti and provide basic health care to people who do not have ready access to doctors and dentists. Teams are made up of about 15 members. Members cover the cost of their travel and food. Parish funds are raised and used for the project. Planning meetings are held to prepare for the project and to become aware of the spiritual and cultural aspects of the people living in the mission area.

Time Commitment: Planning meetings and 1-week trip.



Mission Trips for Youth

Middle and high school students of St. Raphael go on local and national mission trips to serve others. Some examples include participation in the Catholic Heart Work Camp, Make a Difference Day, and organized trips to area shelters like Fr. Carr's Place 2B to do mission work. Information is released via the bulletin.

Saint Vincent de Paul Society *

You are warmly invited to help this parish conference of volunteers serve others through charitable works, like promoting the monthly parish food collection for the Oshkosh Area Community Pantry, helping meet some financial needs of parishioners, and volunteering at the St. Vincent de Paul Thrift Store. The conference meets after the 9 am Mass on the second Sunday of each month. At the meeting there is spiritual development and business of the conference.

Time Commitment: Monthly meeting, volunteer at your discretion.

Salvatorian Mission *

This ministry helps prepare supplies to be shipped internationally. The mission warehouse, located in New Holstein, Wisconsin, is used to collect items to be sent to missions in Tanzania, Guatemala, Honduras, and other countries. Transportation is available leaving from the church on Mondays, Wednesdays, and Fridays.

Time Commitment: Leave at 10 am and return by 3 pm on days you are available.

Sections marked with an asterisk denote an opportunity through an organization whose leadership is located outside of St. Raphael the Archangel Catholic Church. These groups, along with their events and projects, may be hosted at St. Raphael and be comprised of parishioner volunteers, but are not overseen by St. Raphael staff. We are happy to direct you to the people in charge of the events and groups.

Senior Social Events

Seniors are invited to two social events during the year. There is a summer picnic and a Christmas dinner with entertainment. People are needed to plan, prepare, and clean up for these events. This is a great opportunity to have fun, socialize and meet new people.

Time Commitment: Committee meetings, set up, and decorations.

Soup & Study

Soup & Study is a Lenten offering on the Tuesdays of Lent from noon–1 pm. Helping to facilitate this opportunity for Adult Faith Formation includes setup and serving of soup, bread, and beverages, and setting tables and cleaning up after the presentation. This ministry is a great way to meet others in the parish community, and you will enjoy the presentation.

Time Commitment: Approximately 3 hours each Tuesday during Lent.

Sunday Coffee and Donuts

Coffee and donuts are served in Good Samaritan Hall on the first Sunday of the month after Sunday morning Masses. This hospitality ministry invites the entire parish family to socialize as they share food and drink. This is a great way for a family to serve together by setting up, serving, and cleaning up.

Time Commitment: First Sunday of the month as scheduled.

YMCA Parish Night

During the spring, we reserve a night at the YMCA for families to gather for a variety of activities. Volunteers assist in planning the event and are needed to work with the YMCA staff in selecting activities for our parish families. Parents, children, singles, young adults, and seniors/grandparents are invited to participate. This is a FREE event offered to all parishioners and their families.

Time Commitment: 1–2 hours for planning, 4 hours the evening of the event.

WORSHIP MINISTRIES



Altar Server

Altar servers assist the priest and other ministers by carrying or holding books, incense, and candles in processions or at the altar or ambo. Boys and girls who desire to be trained as servers must be at least 10 years of age. Adults are welcome to serve at holy day Masses, funerals, and liturgies of Holy Week. A 1-hour training session is required for all these ministries.

Time Commitment: Early arrival and duration of Masses as signed up for at your discretion.

Cantors/Accompanists/ Instrumentalists

Anyone with an accomplished musical ability and familiarity with the order of Mass is encouraged to explore this ministry. These ministers provide instrumental and vocal support for the assembly.

Time Commitment: Rehearsals for Masses and early arrival and duration of Masses as signed up for at your discretion.

Choir, Adult

The Adult Choir invites men and women of all ages to sing in four-part harmony. The choir leads the congregation for the 9 am Mass on the first and third Sundays of each month from September through May, and for special services throughout the year. Rehearsals take place on Thursday evenings at 7 pm.

Time Commitment: Participation in rehearsals and Adult Choir Masses at your discretion.

Choir, Men's

The Men's Choir is a choral ensemble that provides music at the 9 am Mass on the second and fourth Sunday of each month, and other scheduled times from September through May. Men who are of high school age or older and are interested in singing both traditional and contemporary two-, three-, and four-part selections are encouraged to join. Rehearsals take place on Thursday evenings at 7 pm.

Time Commitment: Participation in rehearsals and Men's Choir Masses at your discretion.

Choir, Youth

The Youth Choir is a wonderful opportunity for children ages 8–14 to sing in a choir on the second and fourth Sundays of the month at the 11 am Mass. Rehearsals take place on Thursdays from 5:30–6:15 pm. There are also opportunities for older youth volunteers to help the children with singing more challenging parts of some songs.

Time Commitment: Participation in rehearsals and Youth Choir Masses at your discretion.

Communion Minister

Communion ministers assist the priest at Mass by serving the body and blood of Jesus. If you desire to become a part of this ministry you must be confirmed and attend a 2-hour training session. Opportunities to serve include weekend and holy day Masses. See Pastoral Ministry for opportunities to serve the homebound, nursing homes, and hospitals.

Time Commitment: Masses as signed up for at your discretion.



Greeter

If you smile easily and enjoy meeting people, join the ministry of "First Impressions and Hospitality." A greeter actively and enthusiastically welcomes parishioners coming to Mass and events. A minister of hospitality, or greeter, opens doors for people arriving, assists people who struggle getting around, and assists with questions about facility locations and events. This is a good family ministry! Families are encouraged to be greeters together. Training is provided.

Time Commitment: 30 minutes prior to Mass, scheduled as frequently as you desire.

Lector

Proclaiming the readings from sacred Scripture and reading the general intercessions at Mass is a privilege. Opportunities to lector include weekend and daily Masses, on holy days, for prayer services, and for devotions. A 2-hour formation session is required for this ministry.

Time Commitment: Early arrival and duration of Masses as signed up for at your discretion, varies for other services.

Linen Laundry Ministry

If you are interested in assisting with providing a supply of clean linens and towels for weekend and daily liturgies, you may want to volunteer for this ministry. Laundering altar cloths and taking vestments for dry-cleaning are necessary services of this ministry. Volunteers must be able to pick up laundry on Monday and return it before Saturday afternoon.

Time Commitment: Monthly rotation schedule.

Plant and Flower Care

Volunteers water, fertilize, and prune the live green plants and flowers throughout our facility. Volunteers are placed on a rotating schedule. Instruction is given through job shadowing and written guidelines. Families are welcome to join in this ministry.

Time Commitment: Sign up at your discretion.

Sacristan

The call to be a sacristan requires people who are committed and reliable. Sacristans prepare the worship space, ministers, and materials for the celebration of the weekend, holy day, or special weekday Eucharist and other celebrations of sacraments. They provide leadership and support for the other liturgical ministers. Sacristans must also be Communion ministers, and must complete preparation through an apprenticeship.

Time Commitment: Early arrival and duration of Masses as signed up for at your discretion, varies for other sacraments.

Sign Language Ministry

Sign Language interpreting is needed at Masses, Religious Education meetings, and special church events. Our hearing impaired parishioners welcome your assistance.

Time Commitment: As needed/varies for Masses, meetings, and events.

Usher

Ushers assist in creating a friendly, welcoming atmosphere for the celebration of Masses. This ministry of hospitality helps people find seating as they gather, ushers members to Communion, takes up the collection, secures the offertory, and cleans up after Mass. You and your family may want to be part of this important welcoming ministry. Training is provided.

Time Commitment: Early arrival and duration of Masses as signed up for at your discretion.

Votive Candle Care

Ministers on this team care for the votive candles in the Blessed Sacrament Chapel. Volunteers check the candles several times during the week, remove and replace spent candles with new ones, and clean the glass containers. A weekly rotation schedule is utilized. Families are welcome to share in this ministry.

Time Commitment: Weekly rotation schedule.

Wedding Coordinator

There are many details that go into making a wedding special. As a parish, we strive to alleviate any stress that couples may have on their wedding day so they can focus on growing a healthy and holy marriage. These trained individuals assist families with wedding tasks, take care of lights and sound, set up Communion and the readings, manage the pacing of the bridal party procession, keep track of the marriage license, and answer general questions while offering hospitality to wedding guests. Coordinators sign up for weddings on a rolling basis.

Time Commitment: Approximately 1.5 hours for rehearsal and 4.5 hours for the wedding.

Worship Environment Team

This team plans and executes changes to the worship environment throughout the year. Members should have an awareness and sensitivity to the roles of sight, color, touch, texture, sound, and smell in the worship experience. Interest in flowers, plants, fabrics, sewing, banner making, carpentry, etc. are very useful, and creativity is welcome! Meetings are scheduled as necessary for work sessions.

Time Commitment: Approximately 1 hour for planning meetings, and then 30 minutes to 4 hours of decor preparation and environment decorating depending on the plan and time of year.



THE NEXT STEPS

Pick Your Ministry

After you have reviewed the available ministries, you will want to pick the ministry or ministries that you wish to join, continue, and/or discontinue, and mark them or write them down. If you are renewing all of your existing service commitments, you do not have to make note of your ministries; there is an option on the Stewardship of Service Cards and online form to simply renew all existing commitments.

Fill Out a Stewardship Commitment Card or the Online Form

Hard copies of the Stewardship of Service Commitment Card are available at the front desk, or you can visit raphael.org/ministries to complete and submit the Stewardship of Service Commitment Form.

Questions?

If you have questions and want to talk to someone about a given ministry, or you have general questions, call the parish office at 920 233 8044 or email parish.office@raphael.org with the ministry and your question, and the office staff will assist you or direct you to a ministry leader who will gladly help you.

Thank you!

Without the help of all our volunteers, we could not make a such a great impact in our community or provide such wonderful worship opportunities, educational presentations, and community-building social events. We thank you for helping us be the hands and feet of Christ in our world.



St. Raphael the Archangel Catholic Church

830 S. Westhaven Drive, Oshkosh, WI 54904

920 233 8044 • raphael.org