

*Discipleship  
Giving with Love*



*"It's not how much we give, but  
how much love we put into giving."*

*- Mother Teresa*

# ADMINISTRATION

*You have the tools to build the kingdom of god. Pass them on well worn.*

## **Finance Council**

Meet once a month (except July). Review monthly financial statements. Support and advise the pastor in his stewardship of the parish financial resources.

## **Front Desk Receptionist**

Answer the switchboard phone, transferring calls to employees. Greet people who come into the office. Light office tasks such as stapling, sorting, etc. Opportunities are available for a four hour shift each week or as a substitute.

## **Grounds Crew**

Assist with various aspects of maintaining the grounds. Opportunities available include: mowing the grass, plant and flower caretaking, and shoveling.

## **Money Counting**

Help count the weekend collections and prepare the bank deposit. The commitment is every other Monday morning for two to four hours.

## **Maintenance Committee**

Meet once a month. Responsibilities include planning for capital improvements, identifying maintenance needs, and working with the maintenance staff and parish business administrator to obtain objectives.

## **Parish Council**

Meet once a month (except July). The council provides consultative support and assistance to the Pastor. Its goal is to identify and meet the pastoral, spiritual, and temporal needs of the parish community and to provide leadership for parishioners.

### **Council of Catholic Women (CCW)**

CCW supports, empowers and educates women in spirituality, leadership and service. All women in the parish automatically belong to CCW. This is an avenue in which women can enjoy fellowship and also respond to the needs of the parish and greater community.

### **Knights of Columbus**

The largest Catholic fraternal service organization. Provides charitable services, promotes Catholic education, and actively defends Catholicism. There are monthly meetings and other selected activities.

## **EVENTS AND FUNDRAISING**

*The Disciple of Christ must not only keep the faith and live on it, but also profess it, confidently bear witness to it, and spread it.*

**Catechism of the Catholic Church, 1816**

### **Bingo**

Help out at our fall or spring bingo. We need people to sell food and beverages.

### **Fun Fest - Summer Jam**

This is Immaculate Conception's biggest event, which runs over three days. Volunteers are needed for event set-up/take down, games, food, beverages, silent auction, thrift sale, youth activities, money counting, and marketing.

### **Thrift Sale**

Several volunteers are needed to assist with sorting, organizing and pricing donated clothing and household items. Some jobs require lifting and walking, and others, such as cashiering and clothes folding are done while seated.

# DEVELOPMENT

## **New Members Welcome Team**

Share your excitement of Immaculate and your experience by welcoming new members. Participate in and plan new members orientation (three per year), campus tours, annual dinner and other welcoming activities and programs.

## **Planned Giving Committee (Legacy Society)**

Help Immaculate prepare for its future by building up our endowment fund. Meet with families to discuss future legacies, educate parishioners on the program, and plan and attend events around this ministry.

## **Discipleship Committee**

Meet once a month (except June and July). Committee helps plan and implement strategies to spread the message of discipleship throughout the parish. This may include celebrating ministries and fostering awareness of God's many gifts to us.

# FAITH FORMATION

*"...If your gift is to speak God's message, we should do it according to the faith that we have; if it is to serve, we should serve; if it is to teach, we should teach; if it is to encourage others, we should do so.*

**Romans 12:6-8**

## **Adult Formation**

Volunteers are needed to help lead bible studies and faith enrichment events.

## **Charismatic Prayer Group**

This group meets every Tuesday evening from 7:00 to 9:00. Prayer meetings typically include a period of praise and worship followed by a faith sharing or a talk by a member of the prayer group or a guest speaker. The meeting ends with social fellowship.

**Confirmation**

Catechists are needed for the Confirmation team, which plans and presents lessons to our candidates.

**Confirmation Retreat**

Volunteers are needed to assist with the Confirmation retreat.

**Family Formation (Grades K-6)**

Catechists are needed to assist in the preparation of a lesson for the first Wednesday of the month from September through May. They also meet for instruction on the month's topic. Plan and assist with the FFCC (Family Formation Community Connection) evening for the families.

**Junior High Formation**

Catechists prepare lessons and then meet with students three Mondays a month from September through May.

**Liturgy of the Word**

Volunteers teach the readings to Pre-k through 2<sup>nd</sup> grade children during the 10:00 Mass.

**RCIA/RCIC**

Sponsors are needed for the candidates going through the initiation programs for joining the Catholic Faith. Sponsors commit to accompany the catechumen or candidate during his/her formation period.

**Vacation Faith Formation**

Adult and teen volunteers lead children, Pre-K through 5<sup>th</sup> grade, in a week of faith and fun filled activities. This event takes place during the last week in June from 8:00 am to 12:00 pm.

**Youth Activities**

Event coordinators are needed. Volunteers are also needed to assist with and chaperone at various youth events, some of which are overnight. These include Winter Blast, The Hunger Retreat, Friday Nite Live, and Summer Stretch.

## **Youth Mission Trip**

Drivers and chaperones are needed as our youth venture to poverty stricken areas of the Midwest to lend assistance. This social justice endeavor takes place for one week over the summer months.

## **LITURGY**

*"How shall I make a return to the lord for all the good he has done for me? I will raise The cup of salvation, and call on the name of the lord; I will pay my vows to the lord in the presence of all his people." "I will offer a sacrifice of thanksgiving and call upon the name of the lord."*

**Psalm 116 12-14, 17**

## **Adoration**

"*Could you not spend one hour with me?*" Grow spiritually each moment you spend with Jesus. Sign up to spend one hour a week in our Adoration chapel in the presence of the Blessed Sacrament.

## **Altar Server**

Assist the priest during Mass. This is open to all adults and children 4<sup>th</sup> Grade and older.

## **Art and Environment**

This is the group that plans, organizes, decorates the church for each liturgical season; Advent, Christmas, Ordinary Time, Lent, Triduum, and Easter. Time commitment is 5 to 10 hours per season.

## **Church Servant**

Do you like to do behind the scenes work? This group is for you. Help clean and set the church up during the week in preparation for the weekend Masses.

## **Eucharistic Minister**

Distribute the Eucharist (both species) to the assembly. This ministry is open to members 16 years of age and older who have been confirmed.

**Greeter**

Create a welcoming atmosphere by greeting parishioners as they enter the Church for Mass. This is a great family ministry!

**Lector**

Must have good reading skills and a clear voice. Lectors read the word of God during weekend liturgies. This is open to adults and youth (7<sup>th</sup> grade and older).

**Lending Library**

Vacuum and dust the library weekly. Dust book shelves and window ledges as needed. Straighten rooms of books and make sure everything is picked up and neat.

**Linen Caretaker**

Take care of and clean the various linens used for liturgical celebrations.

**Liturgy Commission**

Plan and set policies for the liturgical life of the parish. The committee meets one Wednesday morning a month from 9:00 to 10:30 am.

**Sacristan**

Make sure that the altar and sanctuary are in complete readiness for the Mass. This would include ensuring the sound system is on, all items needed for the Communion are in their proper places, and that there are enough hosts and unconsecrated wine available

**Usher**

Assist with the weekend Masses by helping parishioners find seating at weekend Masses, take up the collection, and ensure that people go up to the altar in an organized fashion for Communion. Open to anyone at least six years of age.

# MUSIC

*"You are the light of the world. A city set on a mountain cannot be hidden. Nor do they light a lamp and then put it under a bushel basket; it is set on a lampstand, where it gives light to all in the house. Just so, your light must shine before others, that they may see your good deeds and glorify your heavenly Father."*

**From Jesus' Sermon on the Mount – Matthew 5: 14-16**

## **Adult Choir**

Lead the assembly in singing at a Sunday morning Mass. The commitment is September through May; also singing at major feast days. Open to 9<sup>th</sup> grade students through adults. Rehearsals are on Wednesday evening from 7:00 to 9:00 pm.

## **Cabaret**

Join us in the variety show and dinner fundraiser. We also need volunteers to decorate, clear tables, wash dishes, and clean the kitchen.

## **Cantor**

Lead the assembly in singing at the weekend Masses. You need not be a member of the choir. Rehearsals are set between you and the accompanist.

## **Funeral Schola**

The Schola sings for all funerals and is open to all adults. Members are called as funerals occur and meet one half-hour prior to the funeral to rehearse. Members are not expected to sing for every funeral due to their inconsistent scheduling, but are welcome to join when able.

## **Hand bell Choir**

Come learn and play in a hand bell ensemble. This ensemble plays at various Masses throughout the year. The commitment is from September through May. Rehearsals are Thursday evenings from 7:00 to 9:00 pm.

## **Music Librarians**

Volunteer to organize and maintain the music library for the parish and school.



# PASTORAL MINISTRY

*"Christ has no body now on earth but yours, no hands but yours, yours are the eyes through which He is about doing good, yours are the hands with which He is to bless people now..."*

**St. Teresa of Avila**

## **Care Center Visits, Hospital, and Homebound Ministry**

Visit parishioners who are hospitalized, homebound or living in local care centers. Bring them support, company, and the Eucharist.

## **Communion Services/Off-Site Masses**

Escort residents to the chapel and back. Participate in the liturgy with them.

## **Funeral Lunches**

Help support our funeral ministry by serving a catered lunch to funeral guests. This also includes washing dishes and cleaning the kitchen afterwards.

## **Lenten Soup Suppers**

Help prepare and serve soup for lunch on Fridays in Lent. Lunch is served from 11:30 am to 1:00 pm. Washing dishes and cleaning the kitchen afterwards is also required. You can volunteer for one or more lunches each Lenten season.

## **Prayer Blankets**

Assist in cutting and hand stitching of small fleece blankets that are given to the sick.

## **Prayer Tree**

Pray in the privacy of your home for those who request prayers, all communication is by phone.

## SCHOOL

*"The gifts he gave you that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ..."*

**Ephesians 4: 11-13**

### **Food Service**

Assist Food Service Coordinator with setting up food for easy distribution to serve to the students at lunch. This requires approximately an hour and a half of time. Work one day a week from 11:00 am-12:30 pm or more.

### **Marathon**

Volunteers are needed to help out with this major school fundraiser that takes place on the first Saturday morning in October. Areas of need include event planning and assisting at the event itself.

### **Queen of May Dinner and Auction for Catholic Education**

This is a major school fundraiser that is held on the first Friday in May. Help is needed in the planning stages (committee), room decorating, bussing dishes, washing dishes, and the silent auction. The success of this event is very gratifying.

### **School Advisory Council**

Meets monthly September through June. The council acts in an advisory capacity to the principal and pastor. Areas of emphasis are planning, policy development, and public relations.

## SCHOOL ATHLETICS

*"As generous distributors of God's manifold grace, put your gifts at the service of one another, each in the measure he has received."*

**1 Peter 4:8-10**

### **Coaching**

Assist with coaching the various teams. We offer volleyball, boys and girls basketball, softball, baseball, and boys and girls soccer.

### **Officiating**

Referees and umpires are needed for the various home games and tournaments.

### **Concessions Stand**

Volunteers are needed to work at the concession stand during home games and tournaments. Responsibilities would include making popcorn and hot dogs, selling the various foods and beverages, and cleaning up at the conclusion of the event.

### **Sell Tickets**

Volunteers would sell tickets to the home games and tournaments.

### **Uniform Repairs**

Help us repair the teams' uniforms by utilizing your sewing skills.

## **SOCIAL JUSTICE**

*"...if people say they have faith, but do nothing, their faith is worth nothing. If you hope for a person to stay warm and get plenty to eat but you don't give what that person needs, your words are worth nothing."*

**James 2:14-17**

**Mission:** The Social Justice Committee of Immaculate Conception Catholic Church is committed to following Jesus' message of unconditional love by promoting the dignity of all human persons.

### ***Operating Principles:***

1. We will operate as a committee of the parish council of Immaculate Conception Church.
2. We will base our activities on the biblical and theological foundations of Catholic social teachings.
3. We will emphasize the "option for the poor" by pursuing issues which address the dignity and rights of people who are socially, politically, or economically disadvantaged.
4. We will work with organizations, coalitions, and neighborhood groups to promote our common interests.

5. We will provide education to enable people to realize and act on their own power for the common good.
6. We will promote action committed to Social Justice.

*Action:*

**Brothers Keepers**

A group of skilled quilters come together on Friday mornings to design and sew large quilts that are distributed to Bridging (largest furniture bank in North America) and other shelters for people in need.

**Catholic Charities Opportunity Center-Branch III**

The Church of the Immaculate Conception serves a full breakfast at Catholic Charities Opportunity Center, formally known as Branch III, the second Saturday of each month. The Opportunity Center is a service of Catholic Charities of St. Paul and Minneapolis, and is located downtown Minneapolis. It provides a place for those experiencing homelessness to connect with resources to help move toward self-sufficiency.

**Coins for Social Justice**

Coins for Social Justice, raises funds to support programs that promote the gospel of peace and social justice. The fourth weekend of each month, IC parishioners are asked to fill the collection basket with their pocket change to benefit the Social Justice Ministry. The funds are then distributed to agencies or organizations in need; the Social Justice Committee discerns where the funds go.

**Feed My Starving Children**

During Lent M&M tubes are distributed after all Masses and parishioners are encouraged to fill the tubes with quarters and return to Immaculate Conception, proceeds going to Feed My Starving Children.

### **Giving Tree**

Each year volunteers from IC Parish and families from the IC Faith Formation program gather to set up Christmas trees which are then decorated with gift request ornaments. Parishioners are asked to select an ornament or two, purchase the gift on the ornament, and return it to the church. Volunteers then sort the gifts and prepare them for pick up by the various charities we serve.

### **Meals On Wheels**

Deliver meals prepared at Unity Hospital to homebound clients over the lunch hour. Immaculate Conception delivers meals five consecutive days, on a nine week rotation and covers six routes. Volunteers can commit to one or more days during a rotation period.

### **Socks For The Soul**

October we collect socks and small personal hygiene items for our annual Sock Drive. All donated socks and hygiene items are distributed by volunteers to clients of Catholic Charities Opportunity Center formally known as Branch III and SACA, who provide supportive services for the poor and homeless in our community.