

ST. JOSEPH CATHOLIC CHURCH

# MINISTRY GUIDE



THROUGH OUR BAPTISM AND EUCHARIST,  
WE ARE CALLED TO LOVE AS CHRIST LOVES  
AND SERVE AS CHRIST SERVES



## OUR MISSION

IN JESUS CHRIST, WE WILL GROW AND FLOURISH THROUGH

*ENGAGING, WELCOMING AND BUILDING COMMUNITY*

*THE WISDOM OF OUR FAITH*

*SOCIAL JUSTICE AND SERVICE TO OTHERS IN NEED*

*ENGAGING AND UNDERSTANDING THE ENERGY AND INTERESTS OF OUR YOUTH*

*PRAYER AND WORSHIP THAT DEEPENS OUR SPIRITUAL LIFE*

*ACCOUNTABILITY IN USING OUR RESOURCES WISELY*

SO THAT WE MAY LIVE LIFE ABUNDANTLY!

# PARISH LEADERSHIP

## **Parish Pastoral Council**

The Pastor and the PPC comprise the parish executive leadership team and they are the primary deliberative and decision making body for all significant parish affairs.

## **Community Building Commission**

In Jesus Christ we will grow and flourish through Engaging, Welcoming, and Building Community. We will live as a community of faith - filled with warmth, kindness and genuine connection - and we will offer opportunities for human and spiritual development.

## **Wisdom of our Faith Commission**

In Jesus Christ we will grow and flourish through wisdom of our Catholic faith. We will provide opportunities for faith development to inspire everyone to participate and share a lifelong commitment to learning and spiritual growth.

## **Social Justice and Service Commission**

In Jesus Christ we will grow and flourish through social justice and service to others in need. We will act as the living presence of Christ in our world as we serve one another in justice and compassion.

## **Youth Commission**

In Jesus Christ we will grow and flourish through understanding and engaging the energy and interests of our youth.

## **Prayer and Worship Commission**

In Jesus Christ we will grow and flourish through prayer and worship. We will celebrate God's relationship with us in ways that enhance our spiritual growth and deepen our spiritual life.

## **Accountability Commission**

In Jesus Christ we will grow and flourish through accountability. We understand the importance of using our resources wisely and we will be good and faithful stewards in our decisions on how we allocate all resources. We will develop a systematic framework for accountability with assessment tools for ministry effectiveness to keep us on track with our parish vision and mission.

# COMMUNITY BUILDING MINISTRIES

## **Java with Joe!**

We provide hospitality by serving refreshments and encourage a spirit of community in the Narthex after Masses. If you have a welcoming spirit, a desire to meet others and to serve refreshments please join us!

## **Funeral Luncheon Ministry**

In the spirit of our faith and in service to others we will plan and serve an affordable and convenient luncheon for grieving families of St Joseph Parish following the funeral or memorial mass and burial of their loved ones.

## **Greeter Ministry**

With warm words of welcome, those who minister as greeters strive to serve the parish by helping to set the tone for the community prayer. Those who serve in this ministry are the face of the community for all who are new to our parish and the voice of welcome to all.

## **Living Our Strengths**

We identify the talents which God has given us through the use of the *Clifton Strengthsfinder*. Through the *Discovery Workshop* and *Journey* groups we share how we have experienced our talent in our lives, explore how to develop our talents into strengths, come to understand and appreciate the talents of others and use our understanding to continue our journey in faith.

## **Marriage Enrichment**

We are dedicated to creating opportunities for married couples to strengthen and nourish their marital relationship while having fun!

## **Mothers with Young Children**

The Mission of MYC is to create an environment for mothers that will provide the opportunity for spiritual, emotional, personal and intellectual growth. We will do our best to provide that support. If you have a friend or neighbor you would like to know better, or know someone new to the area, invite her to MYC.

## **Name Tag Sunday**

Our mission is to help members of our community to know each other by name. We offer name tags at all entrances to Church one weekend a month. This is a great ministry for anyone with a welcoming spirit - singles, families, couples.

## **Social Events**

We support social events that help us to build community and to have fun together.

## **Welcome Committee**

Our mission is to warmly welcome those who join our parish and to make our faith community more intimate and personal. We welcome and invite our new members to a quarterly welcoming dinner.

## **Women's Guild of the BVM**

Our goal is to provide an atmosphere that supports spiritual growth as well as the opportunity to meet other parish women. We sponsor the annual Christmas Housewalk and support various charities with the proceeds of the event.

# PRAYER AND WORSHIP MINISTRIES

## Altar Server

The ministry of **Altar Server** is open to adults and children who are entering 5th grade and older, who wish to minister to the community by serving at Mass. Altar servers need to be members of St. Joseph Parish, and to have celebrated the Sacraments of Baptism and Eucharist (if children) and Confirmation, as well, if adults. After having successfully completed a minimum of 10 training sessions, you will be scheduled to serve at Mass.

## Bereavement Ministry

The members of this ministry offer compassionate and loving assistance to the bereaved parishioner and/or family of parishioners. The Bereavement ministers help the family prepare for and participate in the funeral liturgy (Mass of Christian Burial). They describe the workings of the funeral liturgy and the meaning of the symbols and assist the family in selecting the readings and music and gather the memories of the deceased to be incorporated into the funeral homily.

## Children's Liturgy of the Word

**Children's Liturgy of the Word** is an opportunity for children in Grades 1-4 to celebrate the Liturgy of the Word in an age-appropriate way. Adults, junior high and high school students share in the leadership roles for this children's liturgy. A planning team prepares the liturgical content and service for each session.

## Ecumenical and Interreligious Ministry

The **Ecumenical and Interreligious Ministry** strives to further understanding and cooperation among religions by promoting shared prayer experiences among congregations in Libertyville.

## Environment and Art

**Environment and Art Teams:** This Ministry strives to create a visual and artistic environment that encourages and stimulates the participation of the worshipping community in the celebration of the Liturgy. It consists of people who combine their love for the church with their willingness to share their gifts to provide a prayerful environment for our parish community planning and preparing the worship space for the liturgical season.

## Eucharistic Ministers

**Eucharistic Ministers** (Extra-Ordinary Ministers of the Eucharist) are the instrument through which the community shares in the gift of the Eucharist. The minister shares the Body and Blood of Christ with the community, the Body of Christ. The ministry is open to fully initiated members of the community who are committed to responding to the call of their baptism by their humble service to the community during Eucharistic Celebrations. Those who minister as EOMs give themselves in service of those who turn to the risen Lord for the nourishment that only He can give. Those who accept this responsibility need to have a spiritual attitude of reverence for the Body and Blood of Christ.

## Family Mass Ministries

Family Mass is celebrated at 10:45 am on Sundays in the Koenig Center. It is an opportunity for families to worship together in a smaller, more intimate worship community. Family Mass Ministry offers families the opportunity to participate together as a family in ministerial roles during the liturgy. **The Host Family** prepares the altar before the liturgy and assists in putting things away after the liturgy. **Proclaimers** proclaim the reading from the Sacred Scriptures to the assembly. **Altar Servers** assist the priest at liturgy and lead the community in prayer. Training is provided. **Eucharistic Ministers** are mandated members of the parish community who, in response to the call of their baptism, serve the community by helping

distribute the Body and Blood of Christ at liturgy. ***Greeters and Ushers*** welcome families to Family Mass and distribute Worship Aids and Carpenters. This is a wonderful ministry in which all members of the family can participate.

### **Healing and Prayer Group**

This is a group of parishioners who have experienced a serious illness. They come together regularly to pray and offer support for one another.

### **Keepers' of the Feast**

The **Keepers' of the Feast** do the liturgy planning for our community. This group is made up of people of all ages and backgrounds under the guidance of the Director of Liturgy and the Director of Music.

### **Legion of Mary**

The **Legion of Mary** meets on Saturday morning to pray the rosary asking for God's grace for our parish and priests and for the worldwide Church. They also do works of evangelization.

### **Ministers of Care**

**Ministers of Care** serve those who are ill, homebound or handicapped by bringing the Blessed Sacrament to them in their homes, in the hospital or in the area nursing homes.

### **Ministers of Praise**

**Ministers of Praise** are homebound parishioners who pray in their own homes or care facilities for the well-being of the parish as well as for needs as they arise.

### **Music Ministry**

Music is an integral part of our worship at St. Joseph. We sing our liturgy! Our aim is the full participation of the assembly in their song. We support this endeavor through fostering musical and leadership quality in our vocal (children and adults) and hand bell choirs, cantors and instrumentalists. Each area depends on the active support and involvement of the musicians and music lovers in the parish.

**Hand bell Choir** Rehearsals on Tuesdays in preparation for various masses throughout the year. Good rhythm is definitely a plus here, but you don't have to read music!

**Instrumentalists** If you have a proficiency in a musical instrument – guitar, woodwind, string, percussion, brass, bass - please consider sharing your gifts! Instrumentalists are needed for regular weekend liturgies, or for special feasts or seasons. Perhaps you are unable to make a weekly commitment? There is still a place for you! If you are unsure whether or not the music matches your level of ability, just call us! We can help you answer that question.

**Music Library** We also welcome people to assist with the upkeep of the Music Library.

**Singers** You don't need to be a professional! The two Adult Choirs rehearse weekly from September through May and sing each weekend. Children's Choir (grades 3-5) rehearses on Tuesdays in preparation for various masses throughout the year.

### **Prayer Shawl Ministry**

Those who serve in this ministry seek to provide comfort, support, and connect spiritually through the donating of prayer shawls that are made in the spirit of prayerful reflection for those in need of joy and comfort. Prayer Shawl ministers meet to pray and knit the second Monday of the month at 1 p.m. in the St. Joseph Room.

### **Proclaimer**

Those who serve in this ministry proclaim the Word of the Lord that is read at each liturgy. This ministry calls people who have a deep love of the Sacred Scriptures and are interested in sharing their gift with the community. Training is provided along with a yearly renewal.

### **Sacristan**

Our sacristans do all that is necessary to keep our sanctuary, sacristy, vessels and vestments clean and in the best condition for our worship of God. This ministry is open to all who have a love for the liturgy and a desire to provide the best environment for the community worship. Training will be provided.

### **Usher**

Those who serve in this ministry serve as hospitality ministers for those in the worshipping assembly. They welcome, seat people, accommodate special needs, solicit people to present the gifts, taking care of any emergencies and help facilitate the collection. This ministry is open to all who have a genuine love for the people of the community and a willingness to serve them as they worship. Training provided.

# SOCIAL JUSTICE AND SERVICE MINISTRIES

## **Aid for Women of Northern Lake County**

Our mission is to give hope to women who are pregnant, explain the risks in abortion, and offer life affirming alternatives such as parenting or adoption.

## **Earth Stewardship**

Our mission is to raise awareness of Catholic teachings on our responsibility to care for our environment and to provide practical suggestions on living out the teaching.

## **Employment Ministry**

We provide outreach, networking and providing speakers and resources to the unemployed and the underemployed every first and third Wednesday of the month.

## **Faithful Citizenship**

**"Responsible citizenship is a virtue; participation in political life is a moral obligation."** -- *Forming Consciences for Faithful Citizenship*. By our baptism, Catholics are committed to following Jesus Christ and to be "salt for the earth, light for the nations." As the Catechism of the Catholic Church reminds us, "It is necessary that all participate, according to his position and role, in promoting the common good. This is inherent in the dignity of the human person ... As far as possible citizens should take an active part in public life" (nos. 1913-1915).

## **Food Pantry**

St Joseph's food pantry is open on Monday and Thursdays from 11:30 a.m. till 1:30 p.m. The pantry serves the people of Libertyville Township. Volunteers make and distribute bags of food at the pantry located in the Formation Center.

## **Giving Tree**

Gifts, coats, diapers, socks, toiletries and other needed items are provide to families and agencies at Christmas and Easter through the generosity of the parishioners. Tags with needed items are hung on ribbons in the Narthex and returned before distribution day in the gym.

## **International Sharing**

Parishioners have come together in supporting an education for the children of Moshi Tanzania. The Stella Maris School and Guesthouse are currently open and fulfill a self -sustaining model for the future of the project. Parishioners continue to travel to Moshi and grow in community with another culture. St. Joseph Parish, school and Religious Education program support the community of Moshi and in solidarity with our brothers and sisters in Moshi.

## **Rosary Makers**

A group of parishioners who come together in prayer and make Rosaries to be distributed to others.

## MINISTRIES SUPPORTED BY THE PARISH THROUGH FUNDING, VOLUNTEERS, AND COMMUNICATION

### **Catholic Charities Parish Outreach**

Our parish supports Catholic Charities financially and through volunteers in the Meals on Wheels Program and other outreach services.

### **Elder Care**

Volunteers are needed to provide grocery shopping, transportation to doctor appointments and visits to the elderly in Lake County.

### **Feed My Starving Children**

New permanent site in Libertyville to volunteer and make meals to feed God's children. Sign up on line at [FMSC.org](http://FMSC.org) 847-519-9605

### **Knights of Columbus**

Members show love of their neighbors through charity, unity, fraternity and patriotism. Contact: Dennis Moffatt 847-331-4914.

### **Lake County United**

We are advocates for human dignity and the common good in our community. Initiatives are around senior care such as the Winchester House, and affordable housing and mentoring/tutoring programs support of education needs in Waukegan.

### **Maristella**

Our mission is to promote self- sufficiency of the homeless women and mothers with children in Lake County by providing assistance with safe, clean, affordable housing, rent subsidies, educational and casework services.

### **Mary and Joseph Shelter Soup Kitchen in Chicago**

St. Joseph parishioners serve sandwiches to the men and women who are homeless at the shelter in Chicago three Sunday evenings per month.

### **Pads**

Public Action to Deliver Shelter provides meals and shelter for persons who are homeless in Lake County. United Methodist Church and St. Joseph Parish provides sites for PADS on Wednesday and Saturday nights.

### **Waukegan Soup Kitchen**

Friday and Saturday nights teams of parishioners serve meals at the Waukegan Soup Kitchen.

### **Waukegan to College**

**Waukegan to College** is a targeted program that helps disadvantaged students prepare for, achieve admission, and succeed in college. There are many opportunities for mentoring or tutoring a child.

# WISDOM OF OUR FAITH MINISTRIES

## **Adult Confirmation Preparation**

For adults over the age of 18 who wish to be confirmed. Contact our Faith Formation office at 847-990-1238.

## **Annulment Support**

We are a support ministry for those who need information and/or assistance with the annulment process. If you are not quite sure if annulment is for you, let's explore your concerns. Contact us at 847-362-2073 or [info@stjoseph-libertyville.org](mailto:info@stjoseph-libertyville.org). You will be referred to one of our priests, deacons or pastoral associates.

## **Baptismal Preparation**

Parents attend an evening of reflection held on the second Monday each month to prepare for the baptism of their infant children. Parents experience the power of baptism through the rich use of story and image as a means to uncover the deep meaning of the use of the sacrament. An experience of prayer completes the evening empowering parents in their role as primary teachers of their children.

## **Bible Study Groups**

This consists of small groups where we share and discuss what God wishes to reveal to us through His Word. We have several Bible Study groups that meet regularly at St. Joseph's: Friday mornings, and Wednesday evenings. There is also a seasonal Bible Study group that meets in the parish on Thursday mornings during the fall, Lent and Easter seasons.

## **Christ Renews His Parish Weekends**

CRHP is one of the important parish offerings for spiritual renewal which invites parishioners, 18 years and older, into a deeper relationship with Jesus Christ as a next step on their journey of faith. These casual weekend experiences provide a break from our busy schedules, to talk about our lives as Catholics in our modern complex society. Men and women attend separate weekends led by fellow parishioners.

## **Marriage Preparation for the Sacrament**

At St. Joseph Parish, both Pre-Cana Conference and FOCCUS (Facilitating Open Couple Communication and Study) are required. FOCCUS is administered here and is an instrument comprised of a questionnaire encompassing all aspects of married life. A married couple acts as companion and facilitates this discussion between the engaged.

## **Men's Council and Women's CRHP Council**

The Men's Council provides opportunities to build community, faith and friendship for the men of the parish. The Women's CRHP Council seeks to support and offer events for women who have participated in a CRHP weekend as well as providing opportunities for faith and community building for all women of the parish.

## **Rite of Christian Initiation of Adults**

The RCIA is the official process by which adults seeking baptism and those adults who are baptized in another Christian tradition, prepare to become members of the Catholic Church. This formation process begins when the Spirit moves the individual to call the RCIA Director. Initial informal sessions begin in August and continue with formal catechetical sessions beginning in September and continuing through May.

## **Refreshing Our Faith**

A monthly series of formative and engaging presentations on our faith which promise a down to earth and understandable perspective on topics of our Catholic Faith. The sessions are an hour and a half with reading material provided beforehand. There are also two mini-courses offered, one in the fall and one in the spring, each are 5 sessions in length.

## Religious Education

Our program is dedicated to supporting the faith life of your family. Our weekly or monthly sessions extend, in a more formal way, the informal practices of faith you already do in your home: family prayer at meals, holiday observances, celebration of sacraments as a family, celebration together at Mass, reading to your children about God and discussions around the dinner table about ways we live our faith... all in the context of daily life. Our program offers two options during the year: 1) TRADITIONAL PROGRAM: Sunday or Tuesday sessions (K-8th); 2) FAITH WEAVING: A once a month intergenerational family experience (adults and children); Sunday or Friday evenings.

**Confirmed for Life** Consistent with Archdiocesan guidelines, St. Joseph's Confirmation preparation is two years in length and hosted in Home Groups. Confirmed for Life Year 1 and Year 2 are offered both to Middle School and High School age learners. 4) *Rites of Christian Initiation Adapted for Children*-a process which welcomes non-baptized children ages 8+ into the Catholic Church and prepares them to receive the sacraments. CIC also welcomes children baptized in a church other than Catholic or who have been baptized but not catechized and want to become Catholic.

## Special Religious Development

SPRED is a network of services designed to assist persons 6 years of age through adulthood with developmental disabilities and or learning problems to become integrated into parish assemblies of worship through the process of education in faith. We provide a helper/sponsor for each person with disabilities in our center. St. Joseph's SPRED Center works with adults 22 and older. We also help parishioners with family members younger than 22 find appropriate age groups centers.

## St. Joseph Parish School

St. Joseph School is an integral part of our parish community. We provide an environment for preschool through grade 8 that encourages each child to learn to the best of his or her ability. We are committed to educating the whole person - through an excellent academic curriculum and the practice and teaching of Christian values.

**St. Joseph School Athletic Committee** This committee coordinates and administers after-school athletic programs for St. Joseph School students. Time commitment: Meetings once a month and help with athletic events.

**St. Joseph Parent Association** This is a fundraising and community building association that supports the educational efforts of St. Joseph School. Time commitment: Monthly meetings and committee and event work.

**St. Joseph School SAC (School Advisory Council)** The Council represents the parish at large in our communal task of educating the students of St. Joseph School. It makes recommendations to the Pastor and Principal on topics related to the financial, social and educational aspects of the school. Time commitment: Meetings once a month and sub-committee work.

## Vocations Committee

Our mission is to foster, encourage and support vocations to the priesthood, religious life and lay ministries. Our activities include organizing special sessions for St. Joseph School and Religious Education students featuring speakers from the Archdiocese, seminary, local religious and educators.

# YOUTH MINISTRIES

## **Lift – “Living in Faith Today”**

Ministry with and for 6-8th graders. Events include: Annual Back to School Event at Independence Grove in August, Reach Out Winter Clothing Drive and Stocking Stuffers in November, Feed My Starving Children Service in December, Youth Ministry Bake Sale in January and other Service Projects

## **Lift Up-“Unleashing Potential”**

An 8<sup>th</sup> grade transition program to help youth move from middle to high school ministry. Homeless Box Night in October, Feed My Starving Children in December, Waukegan Soup Kitchen Service, Invitation to Teen Mass at SouledOut, Archdiocesan event in March

## **SouledOut “Tagged by Christ”**

Comprehensive youth ministry for 9<sup>th</sup>-12<sup>th</sup> graders providing opportunities to lead, serve and learn while having fun. Monthly teen mass for 8<sup>th</sup> grade and up at SouledOut (teen space), Teen Mass Planning Team, ASP - Appalachian Service Project, St. Joe’s Summer Mission Trip for 14 year olds and up, Kairos Retreat - for juniors and seniors, SouledOut Weekly, Sunday Night Drop In from 7-9p.m. Monthly S.T.O.P. (Spiritual Time of Peace), All Night Ski Event at Chestnut Mountain in Galena, Build and Float at the Libertyville Days Parade, Service activities such as Waukegan Soup Kitchen, Feed My Starving Children, Music Benefits for Various Local, National and International Needs at SouledOut.

## **Average Joes**

Ministry with and for 20 to 30 year olds. Vicariate I activities: Encounter Christ, Theology on Tap

## **Scouts**

The Parish offers Daisy, Brownie, Junior, Cadet and Senior Girl Scout troops. Cub Scout Pack 60 and Boy Scout Troop 60 offer a year-round program of activities and camping for boys.

# ACCOUNTABILITY MINISTRIES

## Communications Committee

The mission of the Communications Committee is to improve and maintain parish communication and to coordinate communication strategies. Our broad objective is to keep all parishioners informed and regularly updated on events in our parish community. We exist to help improve parish communication tools (bulletin, website, voicemail, e-mail, etc.) and content as new communication strategies and technologies emerge.

## Endowment Committee

The Endowment Board uses financial contributions to ensure perpetual support of faith formation for all parishioners: child, youth, adult. The Fund is managed by the Endowment Board of Directors comprised of St. Joseph parishioners who represent the leadership groups of the parish. The funds are invested through a professional management firm. Annual spending depends on the performance of the Fund.

## Facilities Committee

The Facilities Committee oversees all aspects of the Parish's facilities in order to maintain, protect, and enhance the value of the parish capital assets. The Committee will also develop a one, three, and five year capital plan which improves the facilities and enhances the community use. The Facilities Committee is a consultative body to the Pastor. This is an advisory committee which manages the Parish commercial properties and oversees the leases. This group advises and consults with staff personnel in matters relating to routine maintenance, upkeep, cleanliness and safety of buildings and grounds and in purchase and maintenance of equipment and machinery and other capital needs.

## Finance Council

This is an advisory council to the Pastor on all financial decisions for the Parish. This council reviews the monthly financials of the parish, reviews financial feasibility studies and advises on the investment strategy of the income and assets strategy for future financial health of the parish. Members review the financial feasibility of implementing any proposals brought forth and make recommendations to the Pastor.

## Landscape Volunteers

Every spring we utilize the help of volunteers to beautify the plantings and grounds all around St. Joseph Church property. It is said that: "God is closer to us in a garden than anywhere else on earth." All are invited to contribute to this important ministry to help our property inspire our parishioners as well as become an attractive addition to the downtown community of Libertyville.

## Money Counters

This ministry is supported by a group of volunteer parishioners that count the contributions collected at the weekend masses. on Monday mornings. The money counters meet weekly and prepare the money for deposit into the parish bank account. This process involves sorting and counting coins, paper currency, and checks from the regular collections, and any special collections and candle money. As with all ministries, the money counters provide an important service to the pastor and the parish through their responsible and expeditious processing of parish funds.

## Stewardship Committee

This ministry presents the stewardship message in any and in all facets of parish life, and to work in conjunction with the Finance Committee of the Parish Council to continually elevate the management of parish resources of time, talent and treasure.

- To help the parish leaders, the parish community, households and individual parishioners grow in their stewardship awareness and understanding, enabling them to lead a stewardship way of life.

- To nurture faith-filled household and personal prayer and parish worship.
- To foster and affirm parishioner involvement in service within the parish and the greater community.
- To promote increased levels of generous material and financial sharing by the parish, households and individuals.

### **Technology**

The Technology Committee provides direction for technical issues facing the Parish. The committee also is responsible for supporting the technical infrastructure in the Parish and School. This includes PCs, Servers, Network, Printers and audio visual equipment.

### **Voice of the Parish**

The ministry utilizes surveys to understand parishioners' experiences with parish groups, sacraments, and key life events.

**ST. JOSEPH CATHOLIC CHURCH**

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