



St CHARLES
The Catholic Community of Hartland

**MEET CHRIST
 KNOW CHRIST
 LOVE CHRIST
 SERVE CHRIST**

ST. CHARLES VOLUNTEER MINISTRY HANDBOOK



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Dear Parishioners,

It is with joy that we present this volunteer handbook, a resource for you and a snapshot of how God is working through St. Charles. As we serve and give of ourselves, we encounter God and share in His abundant blessings!

This handbook can be used to reference the many ways that God may be inviting you to share your time and talent. It is divided into sections according to staff teams, which were formed to better serve the needs of the Parish. We encourage you to explore all the opportunities available, perhaps even volunteering for an area that may be new to you.

Be assured of our continued prayers for you and your family.

Fr. Ken Omernick
Pastor

DISCIPLESHIP TEAM

Children's Discipleship

- **CATECHESIS OF THE GOOD SHEPHERD (CGS) ASSISTANTS:** Teen or adult volunteers assist CGS catechists during sessions by modeling the presence of God, set-up, clean-up, record-keeping and some very simple presentations. One two-hour training session is required. Options to serve in the evening or Sunday mornings according to session. +
- **CGS ATRIUM CARE:** Teen or adult volunteers who care for and keep the atrium beautiful by cleaning and maintaining the space and materials. Very flexible schedule on a weekly or monthly basis.
- **CGS CATECHISTS:** Highly-trained teens or adults share the faith with young children (ages 3-12) utilizing CGS - a Montessori religious education method featuring hands-on learning and scientific methodology. Training opportunities offered. +
- **CGS HALL MONITOR:** Adults offer a welcoming and safe environment for children (and parents) before and during CGS sessions by supervising hall areas and being prepared to assist with children as needed. Options to serve in the evening or Sunday mornings according to session. +
- **CGS MATERIAL ARTISAN:** Skilled teens and adults create specially-designed materials for CGS presentations using their gifts in calligraphy, metal work, painting, sewing, or woodworking. An as-needed basis—and many can be done on your own time and at home.
- **FIRST RECONCILIATION AND FIRST COMMUNION RETREAT AND REHEARSAL HELPERS:** Teens and adults assist at special sessions with greeting, logistics, child supervision, and practicing how to receive the sacrament. +

Life Teen (Middle School and High School)

- **EDGE (MIDDLE SCHOOL CORE TEAM):** Adults lead 6th to 8th grade teens to get closer to Christ — to have an encounter with God through activities and discussions. Meets Monday evenings September through April with teens. Team members also attend monthly Tuesday evening planning meetings. +
- **LIFE TEEN [HIGH SCHOOL CORE TEAM]:** Geared toward the needs of 9th through 12th graders, adults serve as relational mentors participating in activities, leading discussions, and praying for the teens they mentor. Meets weekly September to April. +
- **LIFE SUPPORT [SNACK DONATION]:** Help create a warm and welcoming environment for our middle and high school ministries by providing snacks and drinks for teens for both our usual gatherings and the handful of receptions we host annually.

- **LIFE SUPPORT [CONFIRMATION SPECIFIC]:** Some of our ministries take place in host homes where families welcome a small group and their core team member into their home to provide an extra warm and welcoming environment to these groups. Generally needed weekly for about 1.5 hours.
- **CONFIRMATION CORE TEAM:** Adults connect with teens for a year-long experience including Mass attendance, small group meetings, service experiences, sponsor meetings, and a retreat culminating in the Sacrament of Confirmation. Resources are provided. +

Adult Discipleship

- **“BECOMING FULLY CATHOLIC” SPONSOR/MENTOR:** Adults share their faith by walking alongside other adults considering Catholicism or completing their Sacraments of Initiation. Instruction, training, and resources provided.
- **SMALL GROUP ADMINISTRATIVE SUPPORT:** Assists point person with printing, assembling binders/folders, and pairing new members into existing or new small groups according to their needs and schedules. Could be done at home.
- **SMALL GROUP LEADERS:** Adults engage in a 12-week training program to lead a small-group weekly gathering of prayer, Sunday Scripture readings, and fellowship with the hope to begin and lead a weekly small group of your own.
- **SMALL GROUP COMMUNITY PRAYER WARRIOR:** Commits to gather together and/or on your own to pray and fast for all our small groups, their growth, and St. Charles staff and community.
- **PARISH AMBASSADORS [BAPTISM FAMILIES]:** Couples and families in the parish meet with couples who are preparing for their baby’s Baptism. The goal is to help these families feel welcome and to share ways they can grow in their faith at St. Charles. +

More Discipleship Opportunities

- **BEREAVEMENT ACCOMPANIMENT MINISTER:** Adults seeking to walk with our parishioners who are experiencing loss by serving as card ministers, assisting as leaders for “Grieving With Great Hope”, assembling care packages sent to the families, and spending time making calls or meeting 1 on 1 to console, listen, and receive with them. Training will be included.
- **KNIT AND CROCHET MINISTRY:** Serves to comfort our parishioners in need by grief or illness along with celebrating the birth of a child through the making of prayer shawls and baby booties. Crafted in a group setting or at home.

- **ELIZABETH MINISTRY:** Need help acquiring donations and assistance with crafting, assembling, and delivering baskets for those who are celebrating a new birth or the loss of a child.
 - **RESPECT FOR LIFE:** Volunteer to serve and help advance the sanctity of life through events such as “40 Days for Life,” Respect Life month, the Mother’s Day Rose Sale, and other activities.
- + = Safe Environment Certification and Background Check required for adults in these positions.

WORSHIP TEAM

Liturgy (Mass)

- **EUCCHARISTIC MINISTER:** Assists in sharing the Body and Blood of Christ with the faithful. Must have received the Sacrament of Confirmation. Training is provided.
- **LECTOR:** Confirmed, high-school age and adults who proclaim the Word of God and Prayers of the Faithful at weekend and weekday liturgies. Must be able to read well and speak clearly. Training and resources are provided.
- **ALTAR SERVER:** 4th grade through adults who serve and assist the priest during Masses. Training is provided.
- **USHER:** High-school age through adults to welcome and guide parishioners to their seats, collect offertory gifts, guide parishioners as they come forward for communion, and hand out books and bulletins. Training and mentoring is provided.
- **SACRISTAN:** The Sacristan prepares and puts out the necessary vessels, hosts, and equipment needed for Mass and then purifies and puts them away after Mass. This is available both for the weekend and daily Mass.

Sacramental Support

- **BAPTISM SUPPORT TEAM:** Assists with private Baptisms, scheduled ahead on Saturday mornings for the rehearsal and assisting at the Sacrament on Sunday afternoons. Training will be provided.
- **MARRIAGE PREP (FOCCUS COUPLES):** Qualified couples with good faith-based marriages meet at least twice with couples considering marriage to administer and discuss the FOCCUS (Facilitating open couple communication, understanding and study) Inventory. Training required.
- **FUNERAL SUPPORT:** Adults seeking to help parishioners who are experiencing loss by serving as funeral ushers/greeters at the Visitation/Mass.
- **SACRAMENTAL RECORD ASSISTANT:** Hand writes information into the sacramental books that are the official record of the parish. Must have neat handwriting. Schedule is flexible according to the availability of the volunteer.
- **RECONCILIATION SUPPORT:** Welcomes parishioners and guides them to the confessor of their choice at Thursday 5pm Reconciliation. Sets up and tears down confessional areas.
- **HOMEBOUND COMMUNION MINISTER:** Adults bring Communion on a rotating basis to members of the parish who cannot be present to worship with us in person.

- **WEDDING CEREMONY SUPPORT:** Wedding Support Ministers will be available to the engaged couple and their families at both the rehearsal and the day of the wedding. They will assist in the set-up of the sanctuary for the service and the clean up afterwards, and be present to the wedding party and guests and assist as needed.

Choirs

- **YOUTH CHOIR (GRADES 3 & 4):** Singers in 3rd and 4th grade rehearse Mondays September - May to lead music at the Tuesday morning school Mass and once a month at a weekend Mass.
- **JUNIOR HIGH SCHOLA (GRADES 5-8):** Junior-high students in 5th through 8th grade practice after school on Tuesdays from 3:30-4:30 p.m. to lead music for the Thursday morning school Mass and once a month at a weekend Mass. We also do special events such as singing the National Anthem at sporting events, Christmas caroling, and Heart of the Nation televised Masses.
- **CANTOR/P SALMIST MINISTRY:** Cantors are skilled singers who lead the singing at Masses. Psalmists lead the psalm response from the ambo. Rehearsal includes a coaching session and a 30-minute rehearsal before Mass. Resources are provided to aid in preparation.
- **ADULT CHOIR:** Sing three times per month (September through May). Rehearsals are on Wednesday evenings. A beautiful community is formed by sharing music, prayer, and fun. Music reading is not a requirement, and no audition is required.
- **FUNERAL CHOIR:** Singers enjoy the beautiful ministry of helping families pray and sing at a funeral Mass for their loved one, praying with them to receive the joy of the resurrection. We sing on an "on call" basis, whenever funerals happen, so it's a great group for a person who wants to minister through music but can't fit regular rehearsals into their schedule.
- **MEN'S CHOIR:** This all male group (ages high school and up) rehearses once a month on Wednesday nights (September through May). They share prayer, good humor, music, and camaraderie as they prepare to lead the parish in sung prayer. Special events include singing at the Men of Christ Conference.
- **WOMEN'S CHOIR:** Female singers (high school and adult) come together to rehearse, form community, and pray. They meet once a month on a Wednesday evening, and then sing the following weekend for Mass. Sometimes we do special appearances, such as Women of Christ, or Heart of the Nation Masses for television.
- **PRAISE GROUP:** Singers and instrumentalists (7th grade and up) lead music at the 6:00pm Sunday Life Teen Mass. Rehearsals are at 4:30 pm on Sundays. Music reading is helpful but not required.

Musical Opportunities

- **HANDBELL CHOIR:** Multigenerational ensemble (youth - adult) provides bell instrument accompaniment to Mass once a month. Note reading is a plus but not required. Rehearses Wednesday evenings from 5:30 - 6:30 p.m.
- **INSTRUMENTALIST:** Musicians of all ages who play instruments of all types (guitar, flute, violin, woodwinds, etc.) are encouraged to accompany at Mass. Rehearsals vary.
- **MUSIC FILING:** Assists in organizing the music for choirs, cantors, and musicians. Includes making binders, filing away music, and scanning music into PDF's for digital use according to appropriate copyright.

Worship Support

- **TECH SUPPORT FOR MASS:** Run the soundboard, projectors, lights, and cameras in the worship space. We need tech support for Masses and for special events such as concerts. Training provided.
- **WORSHIP SUPPORT TEAM:** Parishioners with a love for Liturgy and knowledge of Catholic Liturgical Worship are invited to evaluate, plan, and improve Worship at St. Charles. Meets quarterly.
- **WORSHIP SPACE CARETAKER:** Bi-annually gather to deep clean the worship space including the Altar and Sanctuary, music space, Chapel, statues and relics. On rotation, cares for linens by cleaning, purifying, and ironing.
- **CHURCH ENVIRONMENT:** Plans and decorates the church for Liturgical seasons. Includes installing and removing decorations, creating floral arrangements, watering plants and flowers, etc.

COMMUNICATIONS/STEWARDSHIP TEAM

Hospitality Team

This team will work together to help plan, organize, and host social events at the parish with a goal toward promoting fellowship, including funeral luncheons, hospitality at Mass, and other ministry events. Will meet more frequently at the beginning to plan and organize and then meet as needed to prepare for each event.

- **BAKERS:** Names are added to a list of volunteers to be called upon on a rotating basis to donate food items for parish events.
- **FELLOWSHIP WEEKENDS:** Help set up and serve donuts/appetizers and clean up after the Mass you attend on select weekends.
- **FUNERAL LUNCHEONS:** Prepares, serves, and provides hospitality for funeral luncheons held at St. Charles.
- **LITURGICAL GREETERS:** Volunteers arrive 20 minutes early to greet parishioners and others with a warm welcome and a smile as they gather for worship and other Liturgical celebrations.
- **SPECIAL EVENT HELPERS:** Plans and hosts special events throughout the year, such as receptions to celebrate the opening of our Church.
- **PRIEST LUNCHEONS:** Provide a portion of a meal, prepare on site, or serve our priests and those who additionally come to serve at our Penance Services, especially during Advent and Lent.

More Communications/Stewardship Team Opportunities

- **WEEKEND “CONNECT” TEAM :** Volunteers on Sunday mornings to welcome new parishioners and answer general questions about the Parish.
- **MARKETING TEAM FOR PARISH AND SCHOOL:** Adults meet once a month to brainstorm ways to promote the parish and school to the general public and help with the execution including photography, copywriting, and graphic design.
- **STEWARDSHIP PARISHIONER TEAM:** Meets quarterly to support Parish Staff in planning and implementing strategies to grow parishioners' sense of belonging, community, and engagement - utilizing the gifts God has given us to honor Him. Will be asked to serve on a short term basis.
- **PARISH AMBASSADORS [FOR NEW PARISHIONERS]:** Couples in the parish meet with newly-registered families throughout the year to welcome them and help them to connect to the Parish and grow in deeper faith through the Church Family.

- **PHOTOGRAPHER/VIDEOGRAPHER:** Take photos of Parish and School events to be shared and used through different communication channels.
- **PARISH OFFICE HELPER:** Assists Parish Office with copying, filing, mailings, bulletin stuffing, calls, etc. [on an as-needed basis].

OPERATIONS TEAM

Councils and Association

- **PASTORAL COUNCIL:** Parishioners, who are engaged in the life of the parish, guide the parish in fulfilling its mission under the guidance of the pastor. Members are asked to serve for a minimum of a three-year term.
- **FINANCE COUNCIL:** Parishioners, who are engaged in the life of the parish, consult with the pastor in regards to the administration of parish assets.
- **ATHLETIC ASSOCIATION:** Assists the Athletic Director to manage all aspects of parish athletics including supplies, uniforms, practices, games, and tournaments.

Facilities, Grounds, Technology and Other Opportunities

- **BUILDING MAINTENANCE:** Open to anyone in high school and up, especially trade professionals. Share in fellowship while helping maintain the physical appearance of the parish through painting, electrical, drywalling, and basic maintenance. Training is provided.
- **SAFETY COMMITTEE:** Protect the parish family by developing and maintaining safety protocols and plans for the parish and school facilities.
- **GROUNDS AND CEMETERY:** For all high-school teens and up. Maintain and keep up the St. Charles campus and cemetery grounds, including tree pruning, lawn care, weed control, shovel and salt, etc.
- **COUNTERS (MONEY):** For adults only. Count cash and checks from weekend Mass offerings. Requires a background check.
- **KITCHEN COORDINATORS:** Coordinates, monitors, and assists use of the Parish kitchens. Cost of training and licensing provided-certification required.
- **CEMETERY CARETAKER (SEXTON):** Assists grieving families with burial and gravesite plans. Coordinates with Funeral Directors and/or excavators. Directs traffic and parking and supervises burial on the day of the funeral. Requires compassion and good communication skills.
- **TECHNOLOGY TEAM:** Works directly with our tech support company on IT issues, software updates, and equipment purchases.
- **GARDEN CLUB:** Dedicated to the beautification through planting, watering, and tending all church and school landscaped areas.

Fall Fest

Help serve the parish's largest fundraiser by donating your time, talent, or treasure for this weekend-long festival! Serve with a group, with your family, or by yourself in the following areas below:

- **ENTERTAINMENT**
- **FOOD AND BEVERAGE**
- **RAFFLES**
- **LOGISTICS**
- **5K RUN/WALK**
- **VOLUNTEERS**
- **SPONSORSHIP**
- **COMMUNICATIONS**

Parish Gala (Former Auction)

This annual, evening event celebrates the Parish and School by bringing the community together to raise funds and have fun! Teen through adult volunteers are needed to acquire auction items, sell raffle tickets, set up and takedown, etc.

- **SPONSORSHIPS**
- **DONATION PROCUREMENT**
- **VOLUNTEER COORDINATOR**
- **ACCOUNTING**
- **COMMUNICATIONS**
- **DECORATIONS**
- **EVENT HELPER**

SCHOOL

School Teams

- **HOME AND SCHOOL ASSOCIATION:** Parent volunteers meet once a month to discuss and plan HSA-run events and fundraising initiatives. Parents have the opportunity to spearhead community events, monthly fundraisers and more with help from subcommittees.
- **RECRUITMENT/SCHOOL MARKETING TEAM:** Parent volunteers meet once a month to discuss new initiatives and marketing approaches. Volunteers help lay out a marketing plan for the year and create new marketing materials to supplement the plan.
- **SAFETY COMMITTEE:** Protect the parish family by developing and maintaining safety protocols and plans for the parish and school facilities.

Other Areas to Help

- **SCHOOL OFFICE HELP:** Assists School Office with copying, mailings, calls, etc. Help students in the health room (if needed).
- **LUNCH ROOM HELP:** Supervise the cafeteria during the lunch hour (11:15am-12:35pm). Assist with wiping down tables and cleaning up between lunch periods.
- **HEALTH ROOM HELP:** Assist students with basic medical needs and help provide ice packs, band aids, etc. No experience required.
- **SCRIP:** Place orders for parishioners and school families online and distribute them once they have been received. Help sell SCRIP onsite after Mass on weekends.
- **BUDDY FAMILY PROGRAM:** Coordinate current families to greet and assist new families as they begin their education at St. Charles

OUTREACH TEAM

Serving Meals In/Out of Hartland

- **BREAD OF LIFE COMMUNITY MEAL:** Volunteers help serve or provide food (greeting, set-up, wash, and tear-down) for a community meal for seniors and others in need of a good meal and friendship at St. Charles. Served once a month on Thursdays. Could also offer donations towards the making of the meal.
- **THE HOPE CENTER:** Provides monthly for the homeless and low income families in Waukesha
- **RONALD MCDONALD HOUSE:** Children Hospital families lunches—currently accepting grocery store SCRIP cards.
- **ROSEMARY’S MISSION:** Starting in response to the increased need during COVID, to provide meals for men, women and children in the Waukesha County area.
- **MENTORSHIP PROGRAM:** Quarterly workshop meal support where we are able to prepare a meal and eat with those who are striving to improve their life.

St. Vincent de Paul

- **ST. VINCENT DEPAUL FOOD PANTRY AND DONATIONS:** (to be a volunteer, we ask to be a member of St. Vincent de Paul) Adults 18+ help by donating, stocking and distributing goods at the pantry Tuesday mornings or select evenings from 5:30-7 p.m.
- **SUMMER LUNCH MEALS:** Make nutritious meals to distribute to children participating in the free/reduced lunch program through the Waukesha School District

Partnership with St. Anthony’s, Milwaukee

- **CIRCLE OF LOVE [CHRISTMAS GIVING TREE]:** For families of St. Anthony’s (see Circle of Love description below).
- **CLOTHING DRIVE:** Helps to collect lightly used prom dresses and First Communion apparel.
- **FOOD PANTRY:** An opportunity to serve families at our sister Parish on the southside of Milwaukee. Donations and serving happen weekly.

More ways to help here and abroad!

- **OUTREACH SERVICES TEAM:** Meets monthly to bring together volunteers of all ages to engage in projects that better the living, learning, and general conditions of all such as Bread of Life Community Meal, clothing drives, meals to the homebound and shelters, and much more.
- **LA SAGRADA FAMILIA, D.R.:** Help by collecting funds and other needs for our sister Parish in the Dominican Republic, specifically through the offering of the St. Charles Cookbook.
- **PARISHIONER SUPPORT:** Available to serve the needs of other parishioners who may be elderly or unable to take care of the tasks that seasons demands—raking leaves, shoveling snow, etc.
- **BRAT SHACK FUNDRAISER:** Annually offered at the Piggly Wiggly to provide funds to support the numerous Outreach Services offered through St. Charles.
- **CIRCLE OF LOVE [CHRISTMAS GIVING TREE]:** Meets twice in the Fall to tag, sort, and facilitate delivery of donated gifts, food, and gift cards to families in need within our community (identified by St. Charles parishioner sponsors) at Christmas.