

# **Church of the Holy Spirit**

3345 Lexington Road c Louisville, Kentucky 40206  
893-3982

Each year we provide an edited Parish Directory to our faith community of Holy Spirit. This Directory not only gives welcomed information about our membership, but also a summary regarding the various ministries available to parish and community.

In the midst of a national recession, Holy Spirit Parish continues to respond to God's boundless love. We seek to serve the Lord and one another with open hearts. We strive to become better stewards of God's gifts to us. We endeavor to live the Gospel of Life and Love through the Stewardship Way of Life.

This Directory acquaints the reader with our Parish leadership which promotes, supports, and guides all the ministries of our Parish and School. All parishioners are certainly invited and encouraged to participate in our parish ministries as members of this vital and energetic family of faith.

For those who are new to our Parish, allow me to welcome you with all the blessings of the Holy Spirit who calls every Christian to lifelong formation in prayer and loving service. Join us as we seek to be the hands, the heart, and the voice of Christ to our local community. I encourage all new parishioners to join in the Christian Stewardship Way of Life.

A word of thanks to Essie Reilly and all those who had a part in the production of this Directory and Guide Book. Special mention is made of the generosity of parishioners and community members whose advertisements are found in this book. As they support our Parish efforts, I ask our Parishioners to support their businesses and encourage others to do the same, especially in this economic recession.

With prayers and blessings for all, I remain, in Christ

Fr. Tony Smith  
Pastor

## **Church of the Holy Spirit**

3345 Lexington Road c Louisville, Kentucky 40206

Ministry Center (Parish Office) ..... 893-3982  
FAX..... 893-8287  
Website ..... [www.hspirit.org](http://www.hspirit.org)  
E Mail ..... [office@hspirit.org](mailto:office@hspirit.org)

## **Holy Spirit School**

322 Cannons Lane c Louisville, Kentucky 40206

Parish School Office ..... 893-7700  
FAX..... 893-8078  
Website ..... [www.hspirit.org](http://www.hspirit.org)  
Cafeteria..... 893-0361

## **Holy Spirit Child Care**

3308 Richard Avenue c Louisville, Kentucky 40206

Child Care Office ..... 893-0392

## **Mass Schedule**

Monday through Saturday ..... 8:15am  
Saturday Evenings..... 5:00pm  
Sunday..... 8:00am, 10:00am, and 7:00pm

## ***A Brief History of Our Parish***

On May 20, 1936, Bishop John A. Floersch purchased a lot on Cannons Lane to be the new East End Parish which would come to be known as Church of the Holy Spirit. On January 21, 1937 John W. Vance was appointed as Pastor. Father Vance moved into a temporary rectory on the Sacred Heart Academy grounds on January 20, 1937, just in time to begin his ministry caring for flood refugees from Louisville's West End who had been offered shelter by the sisters. The first parish Mass was offered on Sunday, February 21, 1937 in Sacred Heart Auditorium.

On a rainy July 25th, 1937, the cornerstone was laid for the first structure of Holy Spirit Parish.

School opened in September 1937 in the Sacred Heart gymnasium and four grades met in a cottage at 309 Cannons Lane, the temporary rectory. There were 91 pupils the first year, 12 First Communicants, and 11 in the first graduating class.

Archbishop Floersch blessed the new church on January 2, 1938. In June, 1939, the parish bought the adjoining property at the corner of Cannons Lane and Lexington Road, with a white frame house on this lot which became the rectory. In preparation for the building of a permanent church, another 100 feet of land on Lexington Road was purchased in October, 1951. Ground was broken for the permanent church on February 22, 1953. Two years to the day from ground-breaking, Archbishop Floersch formally blessed the church. The 2000 pound Bell in the tower has the prayer "venisancte spiritus" translation "Come Holy Spirit" cast into its surface. There were then some 800 families and 550 school children in the parish.

A School Board was formed in 1965, and the Parish Council was formed in 1968.

A new pipe organ was installed in 1990 in memory of Rev. Joseph McGee. A new Ministry Center, in the shape of a cross, was built in 1992 to house the growing number of ministries and parish activities. Throughout the years, the parish has purchased adjacent properties when they became available to allow for expansions such as our Child Care Center, Youth House, and additional parking space. A major renovation, completed in January 2002, allowed our church building to be connected with other parish buildings.

Our pastor, Rev. Thomas A. Smith, presides over a thriving parish numbering approximately 1200 families.

## ***Mission Statement***

We are the Church of the Holy Spirit;  
A center of Catholic life  
Rooted in tradition and abundantly blessed.

We are families of Faith,  
Challenged by the Holy Spirit  
To celebrate joyfully,  
To live fully, To serve generously,  
To be an accepting and vital parish.

Energized by God's Word,  
We strive to grow, to unite, to become.

# **Sacraments**

## **BAPTISM**

Baptisms are held the last full weekend of every month at the 5:00pm and 10:00am Masses. We require that all parents attend a meeting the week before the actual baptism takes place. Please contact the Ministry Center to pre-register for the meeting and the baptism.

## **MARRIAGE**

All engaged couples who are registered members of the parish are required to contact the Ministry Center at least six months in advance of the wedding.

## **RECONCILIATION**

Individual Reconciliation is held every Saturday morning at 7:30am and Saturday afternoon from 3:30 to 4:30pm. Communal Reconciliation is celebrated during Advent and Lent.

## **FIRST EUCHARIST**

Preparation for First Eucharist is celebrated during the second grade for all eligible children in the parish.

## **CONFIRMATION**

Preparation for the reception of Confirmation is a two-year process which begins in the seventh grade.

## **ANOINTING OF THE SICK**

Anointing of the Sick takes place every Thursday after the 8:15am Mass. You may also call the Ministry Center to arrange Anointing for those who are homebound.

## **RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)**

R.C.I.A. is the process that prepares adults for the reception of the sacraments of initiation: Baptism, Eucharist, and Confirmation. R.C.I.A. is held on Thursday evenings, mid August-April.

Parents of children desiring to receive the sacraments at an age when these are not ordinarily administered may contact the Ministry Center for information regarding the Rite of Christian Initiation adapted for children.

## **RELIGIOUS EDUCATION PROGRAM**

Children who attend public or private schools in grades one through eight should attend our weekly education classes. Please contact the Ministry Center to register.

## ***Pastoral Team***

Pastor .....Rev. Thomas A. Smith  
Parochial Vicar ..... Rev. Daniel Whelan  
Deacon ..... Deacon Joseph Raibert & Deacon Bob Hall  
Business Manager ..... Frank Bergamini  
Parish Lay Administrator ..... Bill Essington  
Director of Lifelong Formation ..... Eileen Walsh  
School Principal ..... Doris Swenson  
Parish Nurse Minister ..... Mary Ann Craycroft, R.N.  
Parish Life Minister ..... Essie Reilly  
Director of Music and Organist..... Phil Hines

## ***Administrative Staff***

Office Manager..... Karen Bisig  
Office Secretaries ..... Diane Kissel and Bobbie Raibert  
Bookkeeper ..... Michlen Manning  
Accounts Payable ..... Gina South  
Choir Director .....David Minton  
Parish Activities Coordinator ..... Margie Guetig  
Plant Supervisor ..... Frank Saylor  
After School Care Director..... Julie Sullivan  
School Administrative Assistant ..... Del Lamping  
Cafeteria Manager for School ..... Lisa Hulsman

Ministry Center Office Hours  
Monday thru Friday  
9:00am to 4:30pm

## ***Parish Council***

The Parish Council is a visionary body for planning and general overseeing of the life and ministries of the parish. It serves as an advisory board to the pastor. The council is comprised of the chairs of the five steering committees and parishioners who are elected for three-year terms by the parish membership. The council meets monthly on the third Tuesday and as needed to provide for special concerns.

Thomas Sabetta, President .....897-7061  
Vickie Schellenberg, Vice President..... 895-3534  
Rev. Tony Smith..... 893-3982  
Rev. Daniel Whelan ..... 893-3982  
David Daunhauer, Social Concerns Committee .....327-7953  
Mike Guetig, Parish Life Committee..... 895-5623  
Bob Hammer, Worship Committee ..... 895-2362  
Mary Lee O'Bryan, Lifelong Formation ..... 896-2184  
Emily Bartz-Costello ..... 895-1948  
Angela Aboud ..... 905-6935  
Nancy Bowling ..... 899-5722  
Amy Brangers .....897-2662  
Pat Donovan ..... 891-0046  
Jamie Kauffman.....897-7887  
Eddie Sexton..... 896-8820  
Lily Unroe .....897-9855

# ***Directory of Ministries***

## ***Worship***

### **Altar Server**

Purpose: Sets up for Mass and assists the priest during the Mass. Anyone at sixth grade level through senior high school is encouraged to participate.

Meeting: Required training program.

Contact: Mary Stuckert, 425-2293

### **Art & Environment**

Purpose: Oversees the decorating of the sanctuary and church throughout the year. Assistance is needed particularly in the designing of floral arrangements and the designing and/or sewing of banners. Numerous volunteers are needed for Easter & Christmas, less are needed year round.

Meeting: As needed, about 9 per year.

Chair: Lisa Holthouse, 423-9494

### **Assembly Rep**

Purpose: To serve as members-at-large, representing the general parish on the Worship Committee. They may serve on any of the various subcommittees according to their individual interests.

Meeting: As pertains to various sub-committees.

Contact: Position OPEN, call Ministry Center, 893-3982, to volunteer

### **Cantor**

Purpose: Leader of sung prayer at our parish liturgies, including weekend Masses, parish weddings and funerals. Anyone blessed with vocal talents is welcome to join this group.

Meeting: Practices held as needed.

Contact: Phil Hines, 893-3982, phines@hspirit.org

### **Giftbearer**

Purpose: To bring forth the bread and wine, which are to be consecrated as Eucharist, to the presider at the front altar.

An individual, a couple, or a family may be giftbearers. Giftbearers are scheduled for all Sunday and Holy Day Masses.

Please designate your Mass preference when agreeing to serve.

Meeting: Not needed.

Coordinator: Position OPEN, call Ministry Center, 893-3982, to volunteer

### **Greeter**

Purpose: Welcome parishioners and visitors to our church before and after Mass and may be called on for parish events/activities. The primary responsibility of this ministry is the creation of an atmosphere of friendship and unity within our assembly.

Meeting: Not needed.

Coordinator: Anne Sabetta, 897-7061

### **Instrumentalist**

Purpose: To enhance our parish liturgies and prayer services with various instruments.

Meeting: Rehearsals held as needed.

Contact: Phil Hines, 893-3982, phines@hspirit.org

### **Lector**

Purpose: To proclaim the scripture readings and offer intercessions at the liturgies. Adults and youth with good voice quality, who enunciate clearly, and read with understanding and reverence for God's word, are encouraged to share these gifts with the community. Training is provided.

Meeting: As needed.

Contact: Weekend Lectoring - Mike Riordan, 394-0902,  
michael@riordanfamily.org

Contact: Weekday Lectoring - Ed Craycroft, 896-8254

### **Liturgy Preparation**

Purpose: Works with a team to develop themes and/or plans for both Eucharist and non-Eucharist liturgical celebrations. Examines the assigned scriptures and follows the seasons of the liturgical calendar. Experienced planners work with newcomers.

Meeting: Seasonally

Contact: Phil Hines, 893-3982, phines@hspirit.org

#### Minister of the Eucharist

Purpose: To assist with the distribution of Holy Communion as bread ministers or cup ministers.

Meeting: All ministers must attend a training session and commissioning service, as well as an annual renewal meeting.

#### Minister of the Eucharist - Sick and Homebound

Purpose: To take Holy Communion from Mass to homebound parishioners.

Coordinator: Ed Craycroft, 896-8254

#### Minister of the Eucharist - Weekday

Purpose: To distribute Holy Communion at weekday Masses as scheduled.

Coordinator: Ed Craycroft, 896-8254

#### Minister of the Eucharist - Weekend

Purpose: To distribute Holy Communion at our Sunday Masses, for two weekends at a time.

Coordinator: Mike Riordan, 394-0902, michael@riordanfamily.org

#### Nursing Home Mass Companion

Purpose: Assist residents at Golden Living Center (formerly St. Matthew Manor) and/or the Masonic Home at Mass on the 2nd or 4th Tuesday of the month, respectively. Volunteers are scheduled.

Meeting: Not needed, training and support is provided.

Coordinator: Mary Ann Craycroft, 893-3982, macraycroft@hspirit.org

#### Prayer Network

Purpose: Pray for specific intentions and needs requested through the prayer chain. This is an especially satisfying ministry for the homebound. Prayer requests may be phoned to Gerry Gardner or emailed to Cheri Hall or Margie Guetig.

Meeting: Not needed.

Contact: Phone: Gerry Gardner 895-4175, or  
contact Cheri Hall 409-5386, bobcheri@insightbb.com, or  
Margie Guetig, 895-5623, mag9476@insightbb.com

#### Sacristy Cleaner

Purpose: Help is needed on the first and third Saturdays of each month to clean the sacristy, polish brass and organize cabinets and drawers. Pick up soiled altar linens, wash and iron them, and return them within a day or two.

Occasionally, altar servers' albs are also cleaned. Total of 8 volunteers are needed on a rotating basis.

Meeting: Training as needed.

Coordinator: Ann Owens, 896-8403

#### Sanctuary Guild

Purpose: Dust the altars and furniture in the sanctuary, the side altars and reconciliation room, and clean and refill Holy Water fonts.

Meeting: Training as needed.

Coordinator: Position OPEN, call Ministry Center, 893-3982, to volunteer

#### Spirit Ringers Handbell Choir

Purpose: An ensemble of twelve ringers playing four octaves (49 bells), plays handbell literature and service music at parish liturgies.

Meeting: Rehearsal every Wednesday from 6:00-7:15pm.

Contact: Dave Minton, 439-3165, dave.minton@louisville.edu or dminton@hspirit.org

Phil Hines, 893-3982, phines@hspirit.org

#### Spirit Singers

Purpose: Our Adult Choir assists the assembly in song, and sings sacred music from all periods and styles. High schoolers through senior citizens sing at our 10:00am Sunday liturgy, some prayer services, and Holy Days. It is not necessary to read music to join the choir.

Meeting: Rehearsal every Wednesday from 7:30-9:15pm.  
Contact: Dave Minton, 439-3165, dave.minton@louisville.edu or dminton@hspirit.org  
Phil Hines, 893-3982, phines@hspirit.org

#### Sunday Evening Ensemble

Purpose: To lead song at our 7:00pm Sunday liturgy and other times throughout the year. The ensemble is open to anyone who likes to sing and/or play an instrument.

Meeting: Practices held as needed.

Contact: Ed Schoenbaechler, 895-7519

Phil Hines, 893-3982, phines@hspirit.org

#### Usher

Purpose: Assist the congregation with seating, collect gifts of treasure, assist with the communion procession and, after Mass, distribute the parish bulletin. Also help tidy up our worship space. Ushers volunteer for a minimum of one Mass per month.

Meeting: Attendance at an annual meeting is expected.

Coordinator: Chris Tompkins, 893-3155, cstompkins@gmail.com

#### Worship Committee

Purpose: Oversees the implementation of liturgical policies, the coordination of the various liturgical ministries and the development of meaningful worship services. Participants include appointed parish personnel and volunteer sub-committee chairs, as well as parish members-at-large who serve three year terms.

Meeting: First Tuesday of each month at 7:30pm.

Chair: Position OPEN, call Ministry Center, 893-3982, to volunteer

#### Youth Choir

Purpose: This choral ensemble sings a variety of sacred music styles. The choir sings at some 10:00am Sunday Masses and at select prayer services.

Meeting: Rehearsal every Wednesday (school year) 2:45-3:45pm.

Contact: Dave Minton, 439-3165, dave.minton@louisville.edu or dminton@hspirit.org

Phil Hines, 893-3982, phines@hspirit.org

## ***Parish Life***

#### Athletics

Purpose: The Parish Athletic Program offers our children an opportunity to participate in a variety of sports activities. Our teams participate in the Catholic School Athletic Association leagues.

#### Athletic Committee Member

Purpose: Organizes and coordinates all sports activities of our parish. The committee meets monthly and is made up of 15 elected members serving rotating 3-year-terms and oversees all aspects of the athletic program.

Meeting: 2nd Wednesday of every month at 7:00pm.

Contact: Gus Herbert, Athletic Director, 899-9554,  
aherbert@midtreut.com

#### Athletic Sports Coordinator

Purpose: Each sport has an overall coordinator who is responsible for overseeing all aspects of the sport, and maintains day-to-day operations.

Contact:

Boys' Basketball.....Dick Wunderlin.....897-2055

Girls' Basketball ..... Mike Barrow..... 499-9521

Jr. Basketball..... Mike Barrow..... 499-9521

Cheerleading ..... Christy Keto-Campbell..... 649-0634

Cross Country..... Joe Buechler..... 896-1558

Field Hockey.....Dee Asher.....893-8312

Flag Football.....Jim Ackerson..... 894-0107

Football..... Marc Breit..... 228-1210

Golf..... Charles Fell.....429-7023

Soccer..... Carol Rickert.....895-9001

Jr. Soccer ..... Linus Schuhmann.....897-2520

Swimming..... Joe Buechler..... 896-1558  
Tennis ..... Jane Bennett..... 897-5929  
Track ..... Joe Buechler..... 896-1558  
Boys' Volleyball ..... Kurt Dotson..... 894-0546  
Girls' Volleyball ..... Melissa Minch..... 454-5502

#### Bereavement Committee

Purpose: To give support to families who are experiencing the death of a loved one. Care and support are demonstrated by offering food to the families; offering prayers at the funeral home; and attending the funeral Mass. Assistance is needed in gathering meat trays, preparing and delivering salads and desserts, making telephone calls and attending services. Follow-up cards are sent at intervals throughout the first year.

Meeting: Not needed.

Coordinator: Position OPEN, contact Mary Ann Craycroft, 893-3982, [macraycroft@hspirit.org](mailto:macraycroft@hspirit.org) to volunteer

#### Book Club

Purpose: To share insights and fellowship with other parishioners.

Meeting: Participants meet for lunch every other month at a restaurant selected by the group to discuss a book also selected by the group.

Contact: Carol Witten, 425-5107

#### Healing Blanket Ministry

Purpose: This outreach ministry consists of volunteers who cut, sew and pray over blankets that are then blessed and given to the infirmed and aged. The blankets are visible signs of the parish community's spiritual support.

Meeting: Every other month.

Contact: Mary Ann Craycroft, 893-3982, [macraycroft@hspirit.org](mailto:macraycroft@hspirit.org)

#### Hospitality Committee

Purpose: To provide a friendly and hospitable atmosphere, while also serving food, when hosting parish events, this group helps coordinate such events as brunches, receptions, pot lucks, "coffee and donuts" and socials.

Meeting: Planning meetings are held as needed.

Coordinators: Carol Witten, 425-5107, Margie Guetig, 895-5623, [mag9476@insightbb.com](mailto:mag9476@insightbb.com)

#### Men's Group

Purpose: Offers opportunities for social and service activities, and allows time for its members to focus on day-to-day spirituality. Men can bring thoughts and experiences together on a regular basis and discuss, listen, and share them with each other.

Meeting: Meetings are held on the first Tuesday of each month. Members gather both at the parish and on "field trips" as scheduled.

Chair: Steve Gray, 417-5184, [sgray@commercialKentucky.com](mailto:sgray@commercialKentucky.com)

#### M.O.M.S. Group (Ministry of Moms Sharing)

Purpose: Gives mothers the opportunity to meet for discussion, support, bonding, and prayer with other mothers who are facing the rewards and challenges of raising a family and the demands of being a mom. Speakers, retreats, outings, prayer services, and discussion of topics relevant to motherhood and families, scripture and spirituality are included in the activities.

Meeting: Gatherings/meetings are once a month held on various days. They are publicized in the bulletin and emailed to members.

Co-Chairs: Linda Brumleve, 893-7150, [lindabrumleve@yahoo.com](mailto:lindabrumleve@yahoo.com)  
and Missy O'Neil, 742-4091, [maoneill@insightbb.com](mailto:maoneill@insightbb.com)

#### Newsletter

Purpose: To affirm our parish community and family life through creative communication in printed form. The committee coordinates the quarterly publication of the newsletter by using talents in advertising, writing, photography and editing.

Meeting: At least quarterly - much of the work is done by email.

Contact: Essie Reilly, 893-3982, [ereilly@hspirit.org](mailto:ereilly@hspirit.org)

#### Nominating Committee

Purpose: As a subcommittee of the Stewardship Committee, this group helps to discern leadership for ministries having vacancies.

Meeting: As needed.

Contact: Valerie Herbert, 899-9554, vherbert@thattorneys.com

#### Nurses Networking

Purpose: Providing the parish with nurses, or other healthcare backgrounds, for various outreach activities. For example: taking blood pressures once a month after Masses, sharing your expertise through wellness talks, providing resource materials, and hospital/nursing home visitation.

Meeting: The 5th Tuesday of applicable months.

Contact: Mary Ann Craycroft, 893-3982, macraycroft@hspirit.org

#### Parish Life Committee

Purpose: To support a diverse range of parishioners and offer them the opportunity to gather in a variety of functions that promote family life, community and Christian fellowship. The primary goal of the Parish Life Committee is the constant linking of our parish to our home.

Meeting: As needed.

Chair: Mike Guetig 895-5623, daddyrock1@insightbb.com

Essie Reilly 893-3982, ereilly@hspirit.org

#### Scouts

Purpose: Following the by-laws of the national organization, develops self-confidence, integrity, social skills, and other skills of youth.

Contact:

Cub Scouts - Dan & Theresa Stoekel, 244-4865

Daisies - Cindy Effinger, 296-7655

Brownies - Meredith Metzmeier, 429-6392

#### Sponsor Couples

Purpose: Married couples sponsor an engaged couple once every nine to twelve months. Couples married at least five years are paired with engaged couples who are preparing for their own marriages. The paired couples meet five times in the married couple's home. The materials for both couples are provided by the Archdiocese.

Meeting: Training session held once a year.

Contact: Deacon Joe Raibert, 893-3982

#### Spirited Citizens

Purpose: This ministry offers opportunities for social, spiritual and service activities for those 55 and older. For example, brown bag lunches, movie Friday, day trips to local sites and entertainment.

Meetings: regularly publicized in the bulletin

Contact: Ann Downs, 895-1384 or Pat Mateja 426-6427

#### Stewardship Committee

Purpose: The Stewardship Committee is made up of a group of parish members who are committed to promoting stewardship (Time, Talent, and Treasure) throughout the parish. Offering direct assistance to ministry leaders; assisting new members identify and become active in our parish activities and by providing leadership and support in the creation of new ministries to meet the needs of our growing parish community are some of the tasks undertaken by this committee. The stewardship committee chair is appointed, but unlimited volunteers are needed to meet the goals of the committee.

Meetings are quarterly or more often as needed.

Chair: Valerie Herbert, 899-9554, vherbert@thattorneys.com

#### Supper Club

Purpose: Offers an opportunity to meet other parishioners, for example, brings school and non-school families together as well as the young, elders, single, etc. Four households are grouped together.

Meeting: Quarterly, rotating houses each time.

Coordinator: Mary Lee O'Bryan, 896-2184, mlo@markobryan.com

#### Welcome Ministry

Purpose: To reach out to new members of the parish by contacting new members, delivering a welcome basket soon after new members register at the parish, and maintaining contact with new members to help them feel connected to parish life.

Meeting: As needed.

Chair: Pam Raccippio, 899-9848, raccippio@bellsouth.net

### Women's Group

Purpose: An opportunity for women, age 18 and older, to expand their spiritual life. By gathering to pray, share and learn with each other, they foster a fuller spiritual life within themselves which they carry to their family, friends and workplace.

Meeting: Monthly, usually on the first Thursday of each month at 7:00pm.

Contact: Erin Sexton, 896-8820, e.sexton@insightbb.com

## ***Social Concerns***

### Angel Tree

Purpose: To ensure children in need are provided Christmas gifts during Advent.

Meeting: Not needed. Unlimited support from the parish is needed to purchase the gifts. 4-5 volunteers are needed during

Advent to organize and distribute the gifts.

Contact: Kathy Knotts, 896-4991, knotts6@insightbb.com

### Respect Life

Purpose: Provides information on pro-life issues such as abortion, euthanasia and assisted suicide. Volunteers help coordinate the collection of donations for the Memorial Pro-Life annual newspaper ad. Prayers and sidewalk counseling are offered Tuesday through Saturday 7:00-8:00am in front of the EMW abortion clinic at 138 West Market St.

Meeting: 4:30pm every Monday the Respect Life rosary is prayed in the church.

Contact: Donna Durning, 896-6656

### Social Concerns Committee

Purpose: To increase the awareness of our parish members to the social issues that confront us in our near and extended community and to provide a means of addressing and acting upon the needs of those in our community (such as working with Habitat for Humanity to build a home). Committee members serve a three-year term, other volunteers serve on projects as needed.

Meeting: As needed.

Co-Chairs: David Daunhauer, 327-7953 and  
Deacon Bob Hall, 893-3982, bobcheri@insightbb.com

### St. Vincent de Paul Society Conference

Purpose: Operate several programs and perform many services designed to help those of our community in need as they work toward self-reliance. Examples include a follow-up program, making recommendations and providing referrals to appropriate agencies, operating the soup kitchen, operating the St. Jude House, operating the stores, furnishing the Sunday Visitor to our parish and the Ursuline Home, collecting soap monthly, holding food and clothing drives, etc.

Meeting: 1st Monday of every month at 7:00pm.

Contact: Mary Weckman, Conference President, 897-2762, mryweckmn@aol.com

## ***Lifelong Formation***

### Adult Enrichment Team

Purpose: Assesses needs and implements programs, activities, and presentations for adults of the parish on educational and spiritual topics.

Meeting: As needed.

Contact: Eileen Walsh, 893-3982, ewalsh@hspirit.org

### E.R.E. Teacher

Purpose: The Elementary Religious Education Program is for students in grades one through eight who attend public or private schools. Catechists (teachers) are needed, as are teaching assistants.

Meeting: The participants meet weekly at Our Lady of Lourdes.

Contact: Eileen Walsh, 893-3982, ewalsh@hspirit.org

### Lifelong Formation

Purpose: Personal spiritual growth, from birth and throughout life, is the focus of Lifelong Formation.

Meeting: As needed.

Chair: Mary Lee O'Bryan, 896-2184, mlo@markobryan.com

#### Scripture Study

Purpose: We currently have two groups meeting weekly to study scripture. Groups are open to all. Assistance is needed in planning, leading discussions (background materials are provided), and offering hospitality. The Sunday Group is using "God's Word Today." The Wednesday Group is moving through the Bible, book by book.

Meeting: The Sunday group meets after the 10:00am Mass, year-round; The Wednesday group, from 8:45am to 9:45am year-round.

Contact: Eileen Walsh, 893-3982, ewalsh@hspirit.org

#### Sunday Children's Church Leader

Purpose: Each Sunday during the 10:00am Mass, children (Kindergarten-6th grade), are dismissed from the congregation by age group so that they may hear the Sunday scripture and its age-appropriate explanation, and participate in discussion. They return at the offertory to celebrate the rest of the Mass with the congregation. Leaders are needed to help guide the children in their understanding of our faith.

Meeting: Training is provided.

Coordinator: Debbie Heleringer, 451-3768, heleringeradv@aol.com

#### Sunday Nursery Volunteer

Purpose: Our nursery operates during the 10:00am Sunday Mass for children ages 6 months to 4 years. Parent volunteers and three or four student aides are needed. Adult volunteers will be needed to oversee the aides and supervise the children.

Coordinator: Christine Shenk, 721-9513, teemie02@aol.com

#### Sunday Preschool

Purpose: This program is designed for children ages 3-5 years old (potty-trained and not in kindergarten). Activities designed for fun and fellowship allow children to broaden their understanding of Jesus and our Church. Every participating family is asked to provide at least one parent volunteer to teach. No formal teaching experience is necessary.

Coordinator: Christine Shenk, 721-9513, teemie02@aol.com

## **School Ministries**

SCHOOL MINISTRIES: Many diverse tasks must be performed to provide a full education for our children. Some of these tasks are skill specific and are carried out by the faculty and staff of our school. In turn, our community offers support to their efforts by providing leadership via the School Advisory Committee, Parish Council and Pastoral Team; by providing and maintaining the physical facilities; by assisting with the many supportive programs operated through the PTO and/or school administration. The following list offers opportunities for service in the school, which welcomes the involvement of all parishioners. If you would like to know more about any of these committees and to find the current leadership, please call the school office at 893-7700.

#### School Advisory Committee

Purpose: An advisory group made up of representative parents, faculty and at-large members. The Committee assists the principal in the planning and development of the school.

Meeting: First Tuesday of every month.

#### School Cafeteria Helper

Purpose: Assist in cafeteria, serving lunches and with clean-up. Two volunteers are needed each school day lunch is served.

Contact: Lisa Hulsman, 893-7700

#### School Clerical Helper

Purpose: Assistance is needed in performing several clerical duties, specifically in sorting and filing Wednesday folders for all students on Wednesday morning.

Meeting: Not needed.

Contact: Del Lamping, 893-7700

#### School Community Academic Competitions

Purpose: Volunteers are needed to serve as coaches, moderators, evaluators, scorekeepers, timers and on-site coordinators for competitions. Teams include Governor's Cup, Quick Recall and Future Problem Solving.

Meeting: As needed.

#### School Parent/Parish-Teacher Organization (PTO)

Purpose: Volunteers strive to assist school operations by conducting a number of programs.

#### School Student/Family Services for Health and Safety

Purpose: Volunteers assist the school faculty and staff by conducting Concerned Parents Programs, administering screening for hearing, vision, and scoliosis, and attending to health issues and regulations.

### **Administration**

These positions are appointed by the pastor.

If you have the talents needed for these committees, please indicate that on the Stewardship form or call the contact person for that Ministry.

#### Budget Committee

Purpose: This committee is responsible for preparing the annual budget for the parish and submitting it through the Finance Council for approval by the Parish Council. Appointed Position.

Meeting: As needed.

Contact: Frank Bergamini, 893-3982

#### Charities Committee--reorganized

Purpose: This committee advises the pastor on charitable contributions made from parish funds. This includes allocating grants for the thirteen Archdiocesan collections, for parish supported organizations, mission projects and discretionary contributions. Appointed Position.

Meeting: As needed.

Chair: Fr. Tony Smith, 893-3982

#### Facilities Planning Committee

Purpose: This committee addresses the facility needs of the entire parish and provides comprehensive planning for future growth. Goals are achieved by way of information gathered from parish membership and ministry groups, research and architectural study, and continued parishioner involvement. Appointed Position.

Meeting: Monthly

Contact: Fr. Tony Smith, 893-3982

#### Father McGee Student Aid Fund Committee

Purpose: This committee is responsible for soliciting and reviewing applications for tuition assistance for high school students whose families are members of the parish. They establish objective norms and allocate the funds available. Appointed Position.

Meeting: Once a year in the Spring.

Contact: Frank Bergamini, 893-3982

#### Finance Council

Purpose: The Finance Council assists the pastor in overseeing of financial and material concerns. Its members are chosen for their expertise in finance, business, law and other pertinent areas. The council prepares the annual budget, oversees its implementation and reviews all fiscal affairs of the parish. Appointed Position.

Meeting: Monthly

Chair: Rich Lechleiter, 897-3021

#### Money Counters

Purpose: A team of parishioners who count and deposit the weekend collection on Monday mornings. They are scheduled on a rotation basis, usually one Monday a month. Appointed Position.

Meeting: Training session provided.

Chair: Margie Guetig, 895-5623, mag9476@insightbb.com

#### Properties Committee

Purpose: This committee is charged with maintaining a pro-active stance in regard to the long-term property needs of the parish. Members have expertise in real estate, business law and other appropriate areas. Appointed Position.

Meeting: As needed.

Chair: Mike Edelen, 896-8600

