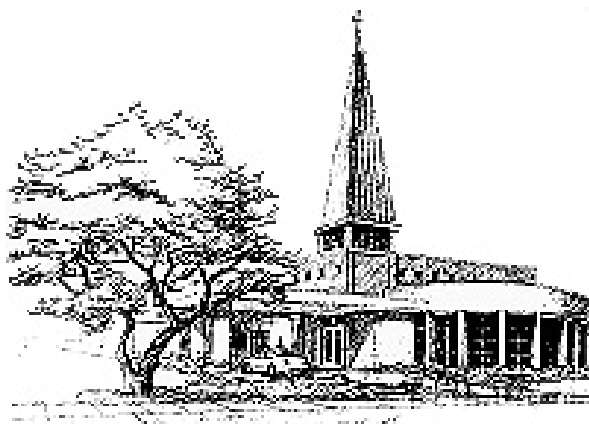


St. Charles Borromeo Parish



Ministry & Resource Directory

St. Charles Borromeo Ministry & Resource Directory

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ADMINISTRATIVE SERVICES

Administrative Services Commission

Oversees the Finance, Building and Grounds, Personnel, and Stewardship Committees.

Time: 3 hours/month – 3rd Wednesday of the month in Church.
Business or banking background.

Building and Grounds Committee

Recommend and evaluate all buildings and grounds including school, parish office, and convent in terms of upkeep and improvements.

Time: 2 hours/month – 1st Tuesday of the month in Parish Office.

General knowledge of financing, building codes, trades, building restrictions, etc.
Effective communication skills to convey information to parish council and community.

Building and Grounds – Gardens

Plant and maintain flower beds and urns around the church and parish office.
Water, weed and are of plants until the frost kills plants. Do arrangements in outside urns for winter.

Time: Each person makes own commitment, depends on weather. Location:
Church grounds.

Have a love of gardening. The gardens are planned so you just need to know how to plant and need to know a plant from a weed.

Building and Grounds - Lawn Care and Snow Removal

Cutting, trimming fertilizing and seeding all grass on property of St. Charles.
Cleaning of sidewalks and entrances after grass cuttings. Snow removal on all sidewalks and entrances to the parish office, church, school and convent. Also salting at all of these locations.

Time: Varies upon individual and weather.

Familiarity with equipment associated with above work operations – riding mower, snow-blower attachments, lawn mower, trimmers, spreader, lawn sweeper, etc. Must have safe attitude and safe work habits at all times.

Bulletin Stuffers/Envelope Stuffers

Putting flyers into Parish bulletin with a team of three to four people.

Time: Thursdays or Fridays, 8:30-9:30 am in Parish Office.

Enjoy working with others.

Money Counters

Counting of collections from weekend Masses. Preparing deposit for bank. Work in teams of four.

Time: 2 hours/month - as assigned.

Money handling or banking background

ADMINISTRATIVE SERVICES

Personnel Committee

Maintains and develops personnel policies; assures compliance with federal and state standards; advises the parish regarding salaries and benefits; proper management procedures; job descriptions; and other pertinent personnel matters.

Time: 1 hour monthly, determined by committee in School conference room.

Background in personnel, human resources, or benefits management.

Stewardship Committee

Educate parishioners about the wise use of time, talent, treasure and prayer as a response to their faith.

Time: One monthly meeting, preparation for commitment Sunday will require more work. First Thursday of the month, 6:30 pm in Parish Office

Understanding and commitment to stewardship and practice of stewardship within one's personal life. Talents required within the committee, but not necessary to each person: computer skills, organizational skills, knowledge of ministries and committees at St. Charles, being able to work together with people.

CHRISTIAN FORMATION/EVANGELIZATION

Note: In order to work with youth, Safeguarding All of God's Family (VIRTUS) training is required and available through SCB. Contact the parish office for more information.

Adult Formation

Provide opportunities for adult learners to grow in their understanding of the Catholic Tradition as well as grow spiritually. Becomes a member of our Christian Formation Commission. Join or lead a small faith-sharing group, work on a committee to provide Advent and Lenten reflection sessions, or adult-centered enrichment activities.

Time: commitment varies, meeting time varies, location varies.

Ability to work together planning various faith development opportunities for adult learners. Should be able to teach others and help others to explore their faith, further building the Kingdom of God here at St. Charles and beyond.

Catholic Youth Formation Grades 1-10

Provide a meaningful and effective faith formation program for our elementary aged children that engages their energy, imagination and playful spirit. We join together for prayer, celebrate the saints, learn about vocations, pray Stations of the Cross, and celebrate sacraments of reconciliation and Eucharist. Our trained catechists lead our children to a deeper understanding of God's love, enable and encourage them to participate in classroom prayer leadership, and emphasize the importance of Sunday's community celebration of the Eucharist.

Time: Approximately 75 minutes classes, plus minimum of 1 hour lesson planning time per week. Mondays, September through April, 5:45 – 7 pm in parish school.

Must be 21 years of age. Love of faith and of children. Familiar with basic Catholic teachings. Understanding of the age group. Must have a sense of humor. Ability to plan and implement lessons with respect to CYF curriculum (provided) and grade-

CHRISTIAN FORMATION/EVANGELIZATION

Cherubs Preschool Program

Teach liturgical based catechism to 4 and 5 year olds. Materials and resources are provided. Classes can include art projects, games, songs, and prayer designed to bring our faith to the youngest members of our faith community.

Time: 2 hours, 2 Sundays per month, plus additional time for lesson planning. 2 Sundays per month during 9 am Mass in 4K classroom.

Comfortable speaking to and working with preschoolers for an extended period. Should have some creativity (although much of the lesson plan is pre-designed). Prior teaching experience is helpful but NOT required.

Children's Liturgy of the Word

Present readings of the week to children ages 5 – 10 and offer a follow-up discussion. Approximately 1 hour per month, plus lesson planning time (dependent on the number of volunteers in place).

Time: Every Sunday, October through May, at 9 am Mass.

Volunteers teach the session in pairs and teach approximately once per month in the Gathering Space. Comfortable speaking to children for 20 minutes or so.

Christian Formation Committee

Oversees the many areas of religious education, ranging from preschool programs through sacramental preparation and adult education. Includes the following areas: Cherubs Preschool Religious Education; Children's Liturgy of the Word; Sacramental Preparation for First Reconciliation/First Eucharist; Religious Education (Grades 1-10); Confirmation Preparation; RCIC; RCIA; Adult Education; Retreats; Youth and Young Adult Ministries.

Time: 3 hours per month, plus possible special projects. 3rd Wednesday of the month, 6:30-8:30 pm, some additional meetings are occasionally needed. Church and Gathering Space

Willingness to share faith and organizational skills are helpful.

Confirmation Preparation Program

Students build upon their knowledge of the sacraments and the Creed and are challenged to recognize God's presence in their lives – especially when it comes to making sound moral decisions and seeking social justice. Much of the class will be involved in service-learning, where the group is exposed to many different opportunities to serve others (locally and globally) and then reflect on those experiences. Students will participate in the sacrament of Reconciliation, a retreat, and prayer services. All this culminates in their decision to receive the sacrament of Confirmation – the adult commitment to continue their faith journey.

Time: Approximately 1-1/2 hours for class time, every other week, plus participation in several outreach projects. Two Mondays per month, September through April, 7:00 - 8:30 pm – location determined by size of group.

Must be 21 years of age. Love of youth, organizational skills, enthusiasm, familiarity with basic Catholic teachings and a willingness to help serve as a chaperone at service outreach sites. A good sense of humor is a definite plus!

CHRISTIAN FORMATION/EVANGELIZATION

Evangelization Ministry

Raise awareness of evangelization among the members of our parish community. Provide a welcoming environment for alienated and hurting Catholics as well as those who are interested in joining the Catholic faith. May choose to serve on the Christian Formation/Evangelization Commission and/or the seven parish evangelization group. Involvement in individual projects such as Catholic Returning Home.

Time: Commission members meet on the third Wednesday for two hours. The seven parish group meets bimonthly on the first Monday for two hours. CRH and other individual projects vary.

Ability to share your faith. Ability to be welcoming and compassionate.

PMI/FOCCUS Ministry

Prepare engaged couples for the sacrament of marriage through administration of FOCCUS inventory. Planning team – approximately 2 couples per year, 2 to 3 sessions each (approximately 90 minutes).

Time: Meeting times vary. One meeting per year to discuss the process is required. One all-day training session (sponsored by the Archdiocese) is required.

Ability to work well with others.

Reconciliation and Eucharist Preparation Programs

Parish-based sacrament program centered on teaching children, families, and the community that God is a generous gift-giver. Along with classroom catechists, parents are engaged in the role of Catechist, enriching the sacramental experience for the child, family and parish community.

Time: Commitment varies, depending on activities. Parent meetings, retreats for children, special activities. Preparation time is 8 to 10 weeks per sacrament, in Parish hall and church.

Ability to share your faith with children and families.

Rite of Christian Initiation for Adults

Assist people who are thinking about joining the Catholic Church and guide them through the process leading to initiation.

Time: Commitment and meeting times vary.

Core Team Members: *Ability to work together and plan various components of the process.*

Sponsors: *Faith-filled, willing to walk with others through their faith journey.*

Catechists: *Understanding of their faith: willingness to share it with others. Should be able to teach and help others to explore their faith and insights.*

Hospitality: *Willing to prepare snacks and beverages for Sunday morning sessions and special occasions.*

CHRISTIAN FORMATION/EVANGELIZATION

Rite of Christian Initiation for Children

Program for children who have never been catechized and have reached the age of reason (7 or 8 years old), preparing them for full sacramental initiation. Process invites children to experience God through Jesus within the Christian tradition and Catholic Church.

Time: Team members meet as often is necessary to recruit parish sponsors and facilitate the program. Parish sponsors meet weekly with those preparing for the Sacraments of Initiation. Interviews with children and families interested in becoming a part of RCIC are ongoing. Formal weekly sessions, in Church and School, begin in September by attending 9 am Mass. However, the length of the process depends on the needs of the child.

Ability to share your faith with children, with an openness to group discussions. Ability to reflect on Scripture and church teachings, and willingness to be of service to others. Orientation session provided.

Tri-Parish Mission and/or Retreat Team

Group consists of members from St. Charles Borromeo, St. Roman Parish and St. James coming together to share their faith and the love of their faith with tri-parish communities. Involved with planning the Mission or Retreat, organizing speakers, theme, liturgy, hospitality, communication, etc. The more people on board, the more enjoyable and easy the workload! Meet new people, enrich your faith.

Time: 2 meetings a month for 6 months in Parish Office. Meeting day and times discussed to accommodate member schedules.

Enjoy working with others.

Youth and Young Adult Ministry

Development of a parish-based youth (Senior HS students) and young adult (up to 35 years old) ministry. Reaches out to all youth and young adults in the community, provides for formal catechesis, invites youth and young adults to serve others. Development of opportunities for youth and young adults to enrich their faith development through evangelization, community and social life, advocacy, justice and service, leadership.

Time: Commitment varies based on programs and events. Contact Youth & Young Adult Minister for complete details. Meeting day and time varies, locations in church, school and off-site events.

Willingness to share faith, life experience, organizational skills, and a sense of humor.

HUMAN CONCERNS

Bereavement Ministry

Reach out to the recently bereaved of parish community; provide support and a compassionate, caring presence. Attend the visitations, wake services, funeral liturgies and keep in contact with a specific family for one year through cards, phone calls and home visits. Other areas of involvement might include singing with the Resurrection Choir, serving as a Eucharistic Minister or lector at a funeral liturgy. Practical help at the time of the wake for funeral is also offered.

Time: Members serve in different capacities and the time commitment depends on area of involvement.

Personal traits include empathy, a caring and compassionate heart, good listening skills, an understanding of the grieving process and an acceptance of others' values and feelings. Training sessions are offered for this ministry.

Eucharistic Ministers to the Homebound

Eucharistic Ministers represent the parish community and bring the Sacrament of the Eucharist to the homebound or nursing home residents. Help to bring healing presence of Jesus to others.

Time: 20-30 minutes a week.

Willingness to serve, warmth, kindness, compassion and a respect for the Eucharist. Two training sessions are provided.

Eucharistic Ministers to St. Luke's

Eucharistic Ministers who represent the parish community and bring the Eucharist to Catholics who are hospitalized at St. Luke's Medical Center, bringing Jesus' healing presence to the sick.

Time: 1 to 1-1/2 hours in the morning on the 4th Sunday or the afternoons on the 1st Wednesday of the month.

Respect for the Eucharist is essential. Willingness to serve others, sensitivity, warmth and compassion are needed. One classroom training session and on site hospital training. TB skin tests required (administered at the hospital free of charge – 7 am to 4:30 pm Monday through Friday). St. Luke's photo I.D. required and provided free of charge.

Health Care Ministry

Ministry provides free blood pressure checks to any parishioner on Hospitality Sunday. Health care professionals are also available to provide assistance when flu shots are given and to assist in events within parish cluster.

Time: Approximately one or two hours a year.

Willingness to serve others and have the appropriate training in the Health Care field as an RN, LPN, EMT, or technician.

Human Concerns Commission

Serves as a liaison between parish council and various ministries involved with human concerns issues and outreach of the disadvantaged of SCB faith community and beyond. Commission coordinates the activities of these ministries.

Time: Monthly meeting and minimal tasks that are not too time consuming.

3rd Wednesday of month 6:30 – 8:30 pm in Church and assigned meeting space.

HUMAN CONCERNS

Human Concerns Commission - Continued

Exhibit a willing heart. Key is an interest in serving marginalized members of parish and broader community.

Ministry of Praise

Spiritual ministry in which the members offer their prayers for the salvation of souls, the intentions of the parish community, the Church and the World. The sick, homebound and senior citizens are eligible to be members of this ministry. Correspondence is sent out each month with a spiritual reflection and specific intentions to remember in prayer.

Time: Each individual decides their own commitment.

Willingness to spend time praying for the needs of others.

Open Door Free Clinic Ministry

Ministry provides health care to the uninsured and the under-insured. Physicians, nurse practitioners, RN's, LPN's and receptionists are needed. The Clinic does not provide prenatal and obstetric services, contraceptive or abortion counseling, immunizations, cultures or treatment for sexually transmitted diseases, suturing, or emergency care.

Time: At least twice a year, depending on your availability. Open Wednesday evenings 5:30 – 8:30 pm (receptionist 5:15 pm, nurses 5:30 pm) at Unity Evangelical Lutheran Church, 1025 East Oklahoma Avenue, Milwaukee.

A willingness to serve others and provide compassionate care. Professionals must have current Wisconsin license. Orientation to the clinic is provided.

Prayer Chain Ministry

Ministry with a purpose and a commitment. Purpose is to faithfully intercede on behalf of others in times of emergency or special needs. It is made up of a network of 3-4 individuals who contact others also committed to receiving prayer requests.

Time: Commitment time varies.

Willingness to pray for the special needs of our parishioners which may arise and then pass along that information to other members of the prayer chain.

Prayer Shawl Ministry

Care and love of knitting or crocheting are combined into this prayerful ministry that reaches out to those in need. The minister begins each shawl with prayers and blessings for the recipient. Prayerful intentions are continued throughout the creation of the shawl. Shawls can be worked on at home at your personal convenience.

Time: Commitment varies according to needs. 3rd Tuesday, 1-1/2 hours either 1:00 pm or 6:30 pm in the Gathering Space.

Ability to knit or crochet simple to intricate patterns and willingness to offer prayers for those in need.

HUMAN CONCERNS

Respect Life Committee

Role is to educate on life issues from conception to natural death, advocating for issues of human life and dignity, encouraging people to participate in activities that support women in crisis pregnancies and affirming the dignity of the disabled, the infirm and the elderly. Goal is to proclaim by word and deed that all life is sacred and deserving of care and respect.

Time: Commitment varies with involvement. Meeting day and time as needed.

Willingness to use your gifts and talents to serve as needed.

Service Volunteers for Human Concern's Projects

Provides people with the opportunity to offer their services for specific projects like the Rose Sale, Baby Shower, Giving Tree, "Undy Sunday," etc. Tasks include helping to set up for meetings or events, delivering materials to the disadvantaged, making phone calls, and assisting with mailings or typing.

Time: Commitment varies according to area of choice.

Willingness to share your time and service to assist the faith community of St. Charles and the community at large.

Southwest Interfaith Ministry

This ministry can be separated into two opportunities:

1. Ministry supports our parish outreach commitment to enhance the quality of life for our older adults including direct financial support from the parish, helping in fund raising and recruiting volunteers. Purpose is to help provide our elderly with a sense of security and safety.
2. Volunteer directly to Southwest Interfaith (421-5676). Provide rides to doctor appointments, shopping, other transportation needs, friendly visits, minor household repairs, assistance with bills and paperwork, and telephone reassurance program.

Time: Commitment varies according to involvement.

Caring individual willing to share time to help the elderly. Short training will be provided by SW Interfaith.

St. Ben's Community Meal Program

Choose to prepare, deliver and/or serve a meal to the disadvantaged at St. Ben's site.

Time: Commitment varies according to area of involvement. Meal preparations begin at 2:15 pm in the St. Charles Borromeo kitchen. This program takes place the 4th Monday of each month.

A willingness to prepare, deliver and/or serve a meal to people in need at St. Bens.

HUMAN CONCERNS

St. Vincent de Paul Society

Offers tangible assistance to those in need on a person-to-person basis. Members pray, organize and put away donated food, consider requests for assistance and make home visits within the parish, always going in pairs

Time: 6 to 8 hours per month. Meeting time every Monday at 2 pm in Hospitality Room. Members are not required to attend all meetings.

All that is required is a willingness to serve others. *Training workshops are held during the year for new members and updating for assisting members.*

Widows of Prayer

Women who devote themselves to a ministry of prayer for priests and others in Church leadership. They foster a devotion to the Blessed Sacrament and reach out to support and assist other widows.

Time: Commitment varies according to personal choice. Members are expected to spend time each day in formal prayer of choice: Mass, rosary, Scripture readings, meditation, etc., and are expected to attend at least one meeting a month. Every Wednesday at 3 pm at Clare Meadows of Franklin.

Compassion, understanding, prayerfulness and a willingness to support and assist other widows.

PARISH LIFE

Christian Women's Society

Unite and encourage the women of our parish community to share their talents and energies, to work together toward the development of a Christian Women's faith community through spiritual, charitable, educational and social activities. Will serve as honor guards at members' funerals when requested. Members belong to MACCW #16, MACCW, NACCW.

Time: 2 to 3 hours per month, meeting time varies, but meet in Parish Hall

Willingness to give of time and self. Learn the bylaws if member is an officer.

Parish Life Commission

Promotes a greater awareness of our call to stewardship with balanced offering of time, talent and treasure to further the Kingdom of God.

Time: Commitment is task oriented. Common Leadership – 3rd Wednesday of each month, 6:30 – 9 pm

No special talent or training, just a willingness to work with others.

Senior Citizens Group

Provide fellowship to each other through various social gatherings and monthly meetings.

Time: 1st Friday of each month, 12:30 to 3:00 pm in the Parish Hall

No special talent/skill and/or training.

PRAYER AND WORSHIP

Music Ministry:

Adult Choir

Enhance the liturgy through prayerful reflection in song, singing from Sept. to June.

Time: Rehearsals, once a week, 7-9 pm on Tuesdays. Members are required to be present 30 minutes prior to Mass. The adult choir also participates in occasional liturgies, special feasts, and seasonal concerts.

All parish members and high school students are welcome. Vocal assessment is required. Ability to read music helpful, but not required.

Adult Handbell Choir

Assist the community in worship through the artistry of bell ringing.

Time: Rehearse Thursdays, 6:30-8:30 pm September through Pentecost. Members are required to be present 30 minutes prior to Mass, when scheduled.

No experience necessary, but ability to read music and count rhythm is helpful.

All parish members and high school students are welcome.

Cantor Ministry

Proclaim the Word of God through leadership of the Responsorial Psalm and hymn signing. Cantors lead the parish community in worship at all Masses.

Time: Typically serve once or twice a month. Rehearsals 1st Wednesday at 7 pm.

Vocal assessment is required. Ability to read music helpful, but not required.

Appropriate dress is required while serving the Lord in this ministry.

Children's Choir

Dedicated to excellence in music education and choral singing. Rehearsals once a week. Participation in some weekend Masses, weekly school Masses, special feasts and seasonal concerts.

Time: Mondays 2:45 -3:30 pm during the school year in the music room.

Grades 3-8 with Guardian Permission Forms. Training and direction are provided.

Ability to read music helpful, but not required.

Children's Beginning Handbell Choir

Open to youth in Grades 3-4. No previous handbell experience required. Generally plays for worship twice a quarter. Rehearsals, once a week during school year. Participation in some weekend Masses, occasional liturgies, special feasts and concerts.

Time: Wednesdays 2:45 – 3:30 pm in the music room or church. Attendance at all rehearsals is required. Children learn to read music.

Children's Advanced Handbell Choir

Time: Tuesdays 2:45 - 3:30 pm in the music room or church.

Resurrection Choir

Goal of this group is to provide music to complement and enhance the funeral liturgies and memorial Masses.

Time: Need to be present 30 minutes before liturgies.

Open to all parishioners. Ability to read music helpful, but not required. Appropriate dress is required.

PRAYER AND WORSHIP

Lay Ministry:

Altar Servers

Servers assist the priest and deacon in providing the worshippers with a meaningful experience.

Time: Mandatory attendance at yearly training session. Servers usually scheduled to serve one Mass per month. Are required to be present 15 minutes before Mass.

Open to all youth, male and female, in 4th grade and older. This ministry includes serving at liturgies for weekend and weekday Masses, Holy Days, Stations of the Cross, evening prayer, benedictions, and funerals. Appropriate dress is required.

Art and Environment

Assists the faithful to realize God's presence and express its public worship and is dedicated to seasonal liturgical settings.

Time: Approximately 4 times a year, based on the liturgical cycles. During Lent/Easter and Advent/Christmas, about 4-6 hours may be required. Meeting time varies.

No special skills required. All parish members and junior and senior high school students are welcome.

Eucharistic Ministers for Mass

Eucharistic Ministers distribute the body and blood of Christ at Communion during Mass.

Anyone who is of high school age or older and a member of the community in good standing with the church is welcome to serve. Appropriate dress is required.

Training sessions occur by request after a weekend liturgy. Eucharistic Ministers may serve every weekend and are non-scheduled. Medallions, found in the hallway outside the Sacristy, are worn to distinguish parishioners as Eucharistic Ministers.

Lectors

A lector proclaims the Word of God at worship.

Time: Scheduled once per month. Lectors are required to be present 15 minutes prior to Mass, and are required to get their own substitutes. There are no regularly scheduled meetings. However, there are rehearsals for special liturgies from Palm Sunday through Easter Vigil.

All junior and senior high school students and adults of the Parish are invited. Good public speaking voice and ability to read well in public. Appropriate dress is required.

Ministers of Hospitality

Consists of men, women and youth willing to welcome and greet parishioners, assist worshippers in need, assist in offering of gifts, and help prepare worship space for the next service.

Time: Approximately once or twice a month. Required to be present half hour prior to Mass. Ministers must get their own substitutes if they cannot minister when scheduled. Meeting time: ½ hour before Mass in church. Training and formation required. *Willing to provide a warm and welcoming environment as parishioners gather for worship. Appropriate dress is required. Ministers may be required to assist worshippers in wheelchairs and must be willing to assist in case of medical emergency. CPR training is offered.*

PRAYER AND WORSHIP

Lay Ministry:

Order of Worship Collators

Collate and staple Orders of Worship booklets.

Time: 2-3 hours as needed.

Prayer and Worship Commission

Commission guides the liturgical celebrations in the parish and coordinates the efforts to support the liturgical and prayerful life at St. Charles.

Time: Coordinators for each ministry meet on the 3rd Wednesday of the month (except July and December) 6:30-8:30 pm, in church.

The requirement for all Prayer and Worship Ministries (except for the Children's Choir and Beginning Handbell Choir) is to be a baptized, moral Catholic and a member of the parish.

Sacristan

Assist the priest and provide a valuable ministry by taking care of the sanctuary and sacristy.

Time: Half hour before and after Mass to prepare for the next Mass. Must be willing to perform responsibilities during the week.

Initial training is completed by the parish priest or deacon. Work under the director of the pastor. Must be free to work during Easter, Christmas, funerals, etc. Must also be willing to learn the vocabulary and role of Sacristan. Appropriate dress is required.

SCHOOL

Athletic Association

Provide athletic activities and programs for students of grade school, high school and religious education programs.

Time: Commitment varies, meetings 2nd Wednesday of month 6:30 pm in school library.

Coordinators: organizational skills in preparing for their specific event season.

Coaches: knowledge of sport; enjoy working with youth. **Board Members:** Ability to work with others, meet event deadlines, prepare budgets and assist in fundraising.

Parish School Commission

Parish School Commission's goal is to help make St. Charles Parish School the best it can be. Provide advice and service to the greater school community. Provide a level of support for principal and work to create a positive vision of the future of SCB school. Subcommittees: Athletic Association, SCB Parent Association, Recruitment, Alumni, Policy, Technology, and Budget.

Time: 2 meetings per month (Ad Hoc work) 3rd Wednesday of month 6:30 – 9 pm in School Library

Members need a diversity of skills. The ability to listen and to work together as a cohesive group towards the improvement of St. Charles Borromeo School.

SCHOOL

Parish and School Technology Committee

Works closely with the school principal, school staff and parish leadership to bring the school and parish office up to date with the newest technology fiscally available. Assists in the planning and maintenance of the computer lab and the technology needs of the classroom teachers and the parish staff.

Time: Monthly meetings and occasional Saturdays to address technology issues.

Some knowledge and/or background in computer hardware and software are welcome, but not required.

St. Charles Parent School Association

All parents with children attending SCB school are members of SCPA. The SCPA provides support for the school in terms of fundraising and helping with various school activities, including: Entertainment Books, Market Day, Soup Labels and Box Tops, to name a few. The money earned from these activities is channeled directly to the school. In addition, SCPA sponsors a Mardi Gras celebration, Olympic Day, and Teacher Appreciation Week. SCPA also provides informational programs for parents that encourage the maintenance of high standards of family life and information to help encourage the education and faith of parish children.

Time: Commitment is up to each individual. Meeting times vary.

Must be a parent or guardian of St. Charles Borromeo school child.

School Recruitment and Retention Committee

Works closely with the school and parish leadership with the goal of recruiting and retaining of students in the parish school. Committee is instrumental in planning and implementing the Welcome Ice Cream Social, Family Night activities, Annual Open House, and school publicity. One standing member of the parish School Commission sits on this committee.

Time: One or two meetings per month, or as needed.

Should be dedicated to maintaining a clear and concise message of "Dedicated to Faith, Family, and Future: working toward the advancement and promotion of the parish school."

NEW COMMITTEE FORMING!

We are in the planning stages for a new **Fund Raising and Development Committee**. This committee will take a creative approach to recruitment and retention of volunteers and fund raising and friend raising efforts -- focusing on the long term vitality of the community of St. Charles Borromeo. We are looking for anyone who can think "out of the box" and is eager to share their ideas. Help launch this new committee! Use the Step Up & Serve form to show your interest!

If there is a time and talent opportunity that was not included in this listing, our apologies. Please contact the Parish Office so that our booklet can be amended. Thank you!

St. Charles Borromeo Parish
5571 S. Marilyn Street
Milwaukee, WI 53221
PARISH DIRECTORY

Parish Office (Monday - Friday, 8 am to 4 pm).....	281-8115
Fax.....	281-8150
Email.....	info@scbmil.org
Website.....	www@scbmil.org
School Office (3100 W. Parnell Avenue).....	282-0767
Hall.....	282-5630
Convent	282-9627

Parish Staff

Rev. Carmelo Giuffre, Pastor.....	281-8115 Ext. 22
Xaverian Fathers and Fr. Tom Knoebel - Weekend Help	
Deacon Allan Foeckler.....	282-7681
Mrs. Ellen Knippel, School Principal.....	282-0767 Ext. 33
Bill Doepke, Administrative Services	281-8115 Ext. 23
Carl Reyes, Music & Liturgy.....	281-8115 Ext. 28
Sr. Mary Beth Bejma, Pastoral Care.....	281-8118 Ext. 30
KC Kranich, Youth/Young Adult Ministries.....	281-8115 Ext. 26
Cathy Krol, Child & Family Ministries.....	281-8115 Ext. 24
Karen Bashaw, Parish Secretary.....	281-8115 Ext. 21
Connie Fryjoff, Bookkeeper.....	281-8115 Ext. 29
Paul Palama, Maintenance Manager.....	281-8115 Ext. 35

St. Charles Borromeo Mission Statement

We are a faith community deeply rooted in the Catholic tradition and the Gospel teachings, challenged to further our baptismal call. As God's people we accept the responsibility to serve the spiritual and social needs of our community by:

- † Creating prayerful and meaningful experiences, which promote a strong communal and personal spiritual life;
- † Providing lifelong Christian formation, which translates into the sound practice of our Catholic morals, values and beliefs;
- † Striving to meet the social needs within our community and beyond through education, advocacy and service; and
- † Accepting the responsibility to use our time, talent and treasure to support our Mission.