

Stewardship of Service



St. John
THE Baptist
CATHOLIC PARISH

“Do something beautiful for God!”

Mindful of our baptismal calling, we reflect on the blessings He has lovingly bestowed upon us. None of us is without a gift. St. Peter reminds us of that in his first letter, when he writes, in 4:10:

“Each one of you has received a special grace, so, like good stewards responsible for all these different graces of God, put yourself at the service of others.”

How can we put ourselves “at the service of others?” We are called to discern our gifts and asked to determine how we can use those gifts in the service of others in response to the graces given us by God.

The people of our parish have lovingly responded to their baptismal call and have volunteered countless hours in the many ministries within and outside of the parish. Our parish staff is immensely grateful for your stewardship. We could not do this without each of you.

Enclosed you will find the Stewardship of Service commitment form. Consider how you will serve in our parish community this next year. Maybe you want to recommit your service to what you are currently doing? Maybe it is time to consider moving into another ministry? If you have never volunteered, prayerfully consider one area where your gifts might be of service. Whatever you decide, we appreciate your service. Please fill out the commitment form and return to the parish office.

The complete Stewardship of Service Booklet can be found on our website at sjbh.org with descriptions and contact information for each ministry. Or pick up a copy in the kiosks as well.

2597 Glendale Ave, Green Bay, WI 54313
sjbh.org | P: (920) 434-2145



OFFICE HOURS

Monday–Thursday 8:00 AM to 4:00 PM

PARISH STAFF

Pastor.....	Fr. Jim Lucas, ext. 211 Email: jlucas@sjbh.org
Deacons.....	Dcn. Manny Torres, (920) 336-1634 Email: dcnmrtorres@sjbh.org Dcn. Nick Williams, (920) 494-5105
Business Administrator	Sarah Wulf, ext. 213 Email: swulf@sjbh.org
Pastoral Minister.....	Ruth Holloway, ext. 209 Email: rholloway@sjbh.org
Pastoral Ministry Assistant.....	Jenn Garcia, ext. 210 Email: jgarcia@sjbh.org
Liturgy and Music.....	Karen Buchinger, ext. 232 Email: kbuchinger@sjbh.org
Music Ministry.....	Paul Peot Email: ppeot@sjbh.org
Coordinator of Sacraments & Discipleship	Katie Westhoven, ext. 204 Email: kwesthoven@sjbh.org
Grade 6-8/Youth Evangelization...	Rob Sobieck, ext. 203 Email: rsobieck@sjbh.org
Faith Formation Gr. 1-5.....	Kylie Rogers, ext. 205 Email: krogers@sjbh.org

Parish Office Staff

Parish Administrative Assistant	Ashley Prokash, ext. 201 Email: aprokash@sjbh.org
Bookkeeper/Administrative Assistant	Lisa Piechota, ext. 202 Email: lpiechota@sjbh.org
Faith Formation Administrative Assistant..	Tracy McAllister, ext. 206 Email: tmcallister@sjbh.org
SCRIP/Cemetery.....	Lynn McKean, ext. 208 Email: lmckean@sjbh.org
Marketing & Communications.....	Kayla Taylor Email: ktaylor@sjbh.org

MASS SCHEDULE

Saturday.....4:30 PM

Sunday.....8:00 AM (live streamed) & 10:00 AM

Tuesday–Friday.....8:30 AM

Holy Days as Announced

SACRAMENTAL INFORMATION

Reconciliation

Saturday 9:30–10:30 AM

or by appointment

Baptisms

Second weekend of the month

Parents must be registered members of the parish and attend the Baptismal Class held the last Thursday of each month. Call the office (920) 434-2145, ext. 201, to sign up for the class and to schedule your child's baptism.

Marriage

Must be a registered, practicing member of the parish. Call Parish Office eight months before your wedding date to begin marriage preparations.

Sacrament of the Sick

Individually, by appointment, or communally as announced.

New Member Registration

Held the 1st Tuesday of the month (when announced) in the Fireplace Room in the church. One weekend a month after the Sunday morning masses as announced. Call Ruth for a private registration (920) 434-2145, ext. 209 or email her at rholloway@sjbh.org

New Member Luncheons are held biannually.

ST. JOHN THE BAPTIST SCHOOL

2561 Glendale Ave, Green Bay, WI 54313

Preschool through 8th Grade

Principal..... Dana Vance (920) 434-3822 ext. 223

Email: dvance@gracesystem.org

Administrative Assistant...Melissa Hollihan (920) 434-3822 ext. 221

Email: mhollihan@gracesystem.org

Office Hours.....7:30–3:30 Monday–Friday

School Website.....www.sjbhschool.org

Fax.....(920) 434-5016

If your interest falls under any of the following areas, you may consider one of the ministries listed under that area.

Additional information for each ministry on following pages.

Administrative Work

- SCRIP sales
- Taking minutes at committee meetings

Artistic Talent

- Art and Environment-church
- Graphic Design
- Green Bay Mission Group
- Photography
- Plant Care (inside church building)
- Prayer Shawl Ministry
- Vacation Bible School Decorator*

Craftsmanship

- Buildings and Grounds Committee
- Carpentry
- Electrical
- Grounds Beautification/Gardening
- Masonry
- Plumbing

Helping Others

- Babysitting Volunteer for Parish Events*
- Baker for Parish or Youth Events
- Catholic Women/Christian Mothers
- Coach Sports Team-school*
- Green Bay Mission Group
- Laundry Love*
- Library Volunteer-school*
- Lunchroom Volunteer-school*
- Before/After School Supervision*
- Communion to Assisted Living*
- Communion to the sick and homebound*
- Funeral Luncheon
- Greeter
- Health and Wellness
- Helping Hands
- Knights of Columbus
- Noon Playground Supervisor*
- Prayer Shawl Ministry
- RCIA Sponsor
- Social Concerns Committee
- Youth Ministry Speaker *

Hospitality

- Greeter
- Helping Hands*
- Usher
- Forerunners Team

IT/Technology

- Audio/Visual
- IT Support

Leadership

- Bible Study Facilitator
- Booster Club-school*
- Buildings and Grounds Committee
- Churchtime Leader*
- Coach Sports Team-school*
- Finance Committee
- Forerunners Team
- Pastoral Council
- Parish Trustee
- Site Advisory Committee/school*
- Adult Small Group Facilitator
- Youth Ministry-Adult Volunteer*

Mass Ministries

- Altar Server
- Art and Environment-church
- Extraordinary Ministers of the Eucharist
- Greeter
- Lector
- Usher

Music Ministry

- Children's Choir
- Instrumentalist
- Living Waters Choir
- Men's Choir
- Pianist
- Resurrection Choir (Funeral Choir)
- Small Group Singer
- Youth Choir

Prayer

- 31 Club
- Altar Server
- Communion to Assisted Living*
- Communion to the Sick and Homebound*
- Extraordinary Ministers of the Eucharist
- Lector
- Prayer Shawl Ministry
- Christ Renews His Parish Welcome Weekend
- That Man is You
- Women's Bible Study

*Must be Virtus Trained

If your interest falls under any of the following areas, you may consider one of the ministries listed under that area.
Additional information for each ministry on following pages.

Serving the Community

- Feed My Starving Children
- Green Bay Mission Group
- Health and Wellness
- Social Concerns Committee

Sharing Your Faith

- 31 Club
- Baptism Preparation
- Bible Study Leaders
- Churchtime Leader*
- Churchtime Volunteer*
- Communion to Assisted Living*
- Communion to the Sick & Homebound*
- Faith Formation Catechist/Mentor*
- RCIA Sponsors
- Serenity Bereavement Group
- SJB Sisters in Christ
- Adult Small Group Facilitator
- That Man is You
- Vacation Bible School*
- Christ Renews His Parish Welcome Weekend
- Women's Bible study
- Youth Ministry-Adult Volunteer*

Teaching and Instruction

- Bible Study Facilitator
- Faith Formation Catechist/Mentor *
- Faith Formation Catechist Aide*
- Faith Formation Catechist substitute*
- Churchtime Leader*
- Churchtime Volunteer*
- Library Volunteer-school*
- Vacation Bible School Volunteer*
- Christ Renews His Parish Welcome Weekend
- Youth Ministry Adult Volunteer*

SERVICE MINISTRIES

31 Club

This group's purpose is to develop an awareness of the need for more priests and how special it would be to have one from our own parish. You may sign up in the narthex of the church. This group attends an additional Mass each month with the sole purpose of praying for vocations. There are no regular meetings. All are welcome to join.

Administrative Help

A great opportunity to learn more about a committee or council is to take the minutes/notes for the monthly meeting.

Adult Small Group Facilitator

Our small group facilitators make it possible for everyone who attends one of our parish programs to have a positive experience with small groups. Small group facilitators work with small groups of 8-10 people and lead them through the group discussion questions.

Small group facilitators have the following strengths:

1. A positive and encouraging demeanor.
2. A willingness to learn from and with others.
3. Deep listening skills
4. Comfort with many different types of diversity
5. Ability to adhere to timelines and specific instructions.

Altar Server

Altar servers must have received their First Eucharist and are in 4th grade or above, possess a respect for worship, an ability to learn procedures, and assist at Mass.

Art and Environment Ministry

Help decorate the church for liturgical seasons. You will be contacted regarding dates and times.

Babysitting Volunteer*

Volunteer to babysit during parish events. If you are over 18, Virtus training is required.

Bakers for New Members and Parish Events

Bakers donate two plates of homemade bakery throughout the year. Contacted on a rotating basis.

Baptism Preparation

Help new parents prepare for baptism by facilitating the Baptism preparation program, which runs about one-and-one-half hours once a month. New couples are asked to

*Must be VIRTUS trained

SERVICE MINISTRIES

attend a one session training before beginning this ministry. The time commitment is about 2 or 3 nights per year.

Bible Study Leaders

This requires a willingness to organize and facilitate Bible study. Books or video series are chosen that fit a leader's comfort level with scripture. Studies are either seasonal or year-round programs.

Booster Club

This group supports the physical activities for students and parishioners, including the school's physical education program and extracurricular sports program. Help is needed for fundraising, coaching, and other activities at games.

Buildings and Grounds Committee

Use your knowledge of construction, electrical, plumbing, or building trades to help maintain the campus. The committee meets on the second Monday of the month for two hours. Other work depends on the project and the time you have available.

Catholic Women/Christian Mothers

The Catholic Women/Christian Mothers serve the parish by donating money for special parish projects with money raised from bake sales, their annual Spring Get-Away, and working at St. Vincent de Paul Store. They launder altar linens, lead the rosary at Cardinal Ridge and Tender Hearts Assisted Living, have a prayer chain for the parish, offer Masses for their deceased members and Right to Life, and help organize and participate in the May Crowning.

Children's Summer Programming Volunteer*

St. John's encourages families to stay involved in their faith over the summer. We offer one-day and week-long authentically Catholic children's programs that include educational lessons, activities, games, crafts, snacks, songs, and fun! We need adult and youth volunteers at the various stations to make the programs run smoothly.

Christ Renews His Parish Welcome Weekend

This experience brings participants together as a Christian community and is centered on sacrament with a clear focus on the Gospel. The weekend provides parish renewal, furthering conversion and community, ministry and prayer, healing and holiness, spiritual growth, and Gospel service.

*Must be VIRTUS trained

SERVICE MINISTRIES

Churchtime Leader*

Share your faith with 4-year-olds through first graders on Sunday mornings during the 10:00 AM Mass. Lesson plans and guidance are provided. This ministry involves one hour per week on a rotating schedule.

Churchtime Youth Volunteer

It is an excellent opportunity for the parish youth (6th graders and older) to earn service hours and help with Churchtime during the 10:00 AM Sunday Liturgy.

Communion to Assisted Living Facilities*

This ministry requires a person with compassion, understanding, and a deep respect for people to bring the Word of God and Eucharist to residents. A training program and VIRTUS training are required. Visits are done on Sunday mornings to the local community-based residential facilities on a rotating schedule.

Communion to the Sick and Homebound*

For this ministry you need a love and reverence for the Eucharist, a deep respect for people, and the ability to listen. A car is a necessity. Visits are done monthly to the homebound.

Extraordinary Ministers of the Eucharist

Help distribute the consecrated body and blood of Christ at Mass. Must have received the Sacrament of Confirmation.

Faith Formation Catechist*

Catechists teach a specific grade level for Faith Formation during the school year on Monday or Wednesday evenings:

- Monday (1st-5th grade), 6:00–7:15 PM
 - Catechists come up with their own lesson plans based on a provided book and prescribed topics.
- Wednesday (1st-5th grade), 6:00–7:15 PM

Lesson plans, materials, in-service sessions, and guidance are provided.

Faith Formation Catechist Aide*

Aides assist the catechist in sharing faith and may lead activities. Lesson plans, in-service sessions, and guidance are provided.

Faith Formation Catechist Substitute*

Substitutes teach when an assigned catechist is unable to fulfill the commitment.

*Must be VIRTUS trained

SERVICE MINISTRIES

Faith Formation Hall Assistants*

Adults willing to monitor the halls, step into a classroom if needed, perform basic first aid, and complete projects as needed when there is free time.

Faith Formation Mentors for Middle School and High School Confirmation*

Lead students in small group discussions on a weekly basis on either Wednesdays 6-7:15 PM for Middle School, or Sunday evenings for Confirmation. Adults with general knowledge of the Catholic faith needed, with training provided. Ability and desire to work with teens and uphold rules of meetings.

Finance Council Member

This appointed committee oversees the finances of the parish. They meet on the fourth Thursday of the month.

Forerunners Team

Named after our patron, the "Forerunner" St. John the Baptist, this newly formed team focuses on hospitality, faith formation, and stewardship to help foster a culture of missionary discipleship at our parish. This group plans and coordinates a variety of parish events, programs, and activities throughout the year.

Funeral Luncheon Volunteers

Help set up and clean up for funeral meals. Meals are catered. Volunteers are put on a rotating list to limit the number of times a volunteer is called. Each funeral generally takes about 3 hours.

Green Bay Mission Support

This group meets on Tuesday and Thursday mornings at the Parish Office. The group does various mission activities for Third World countries such as sewing, sorting donated medical supplies, rolling bandages, etc. Some members work from home.

Greeters

This ministry needs individuals, couples, and families to welcome all who enter our church doors before weekend Masses and special events. This is an "easy to do" ministry that only requires 30 extra minutes before Mass. This is a great ministry to get your children involved in!

Health and Wellness

This is a great way for anyone working in health care to give back to their community. Our committee feels we need to help keep our parishioners healthy, so they can do God's work. We do not have regular scheduled meetings. We provide blood pressure

*Must be VIRTUS trained

SERVICE MINISTRIES

screening with compassionate listening every second weekend of the month before and after Masses.

Helping Hands*

Assist parish members needing help during times of illness or other challenges in the areas of transportation and meals. Some examples include rides to church, doctor's appointments and grocery runs and meals for those recovering from surgery or other medical problems. If you volunteer for transportation, you need a valid driver's license and proof of insurance. Scheduling and planning are done via email or phone. Volunteers set their own schedule of availability.

Knights of Columbus Council 6279

The Knights of Columbus Council 6279, based out of St. John the Baptist, is a fraternal group of 150 Catholic men who give of their time and talent to better the community. Efforts include high school scholarships, donations to the handicapped and disabled, numerous youth contests, Bingo at parish gatherings, highway cleanup, and participation in the Howard Christmas parade. The group's mission is Charity, Community, and Fraternity.

Laundry Love

St. John's and Laundry Love with Helping Hands team up to host a quarterly neighborhood event for individuals and families needing help with laundry. Help is needed in a variety of ways; volunteers to help with the washers and dryers, monetary donations, laundry detergent, dryer sheets and snacks.

Lector

Proclaim the readings from Scripture at Mass.

Music Ministry

Children's Choir

Composed of students from all schools in grades 2-8. Weekly rehearsals during the school year are on Tuesdays from 3:20-4:30.

Instrumentalists & Pianist

For anyone interested in playing a musical instrument at St. John's.

Joyful Noise

A contemporary choir, practices as needed.

Living Waters Choir

A large choir that sings four-part harmony. They practice on Tuesday evenings from 7:15-8:30 and sing once a month.

Men's Choir

An adult male choir that sings at Mass once a month. They practice on Tuesday evenings from 6:00-7:15.

Resurrection Choir (Funeral Choir)

*Must be VIRTUS trained

SERVICE MINISTRIES

Requires availability during the week or on Saturday on a rotational basis to sing at funeral Masses.

Small Group Singer

Varies in size and age. There are multiple opportunities to become a member of one of these groups.

Youth Choir

Grades 7–12 use their gifts to praise God in song.

Parish Trustee

This is an elected position of parish leadership. It requires attendance at either Pastoral Council (2nd Thursday of the month) or Finance Council (4th Thursday of the month).

Pastoral Council Member

This position serves as an advisor to the Pastor and requires discernment and concern about the parish. This committee meets on the second Thursday of the month.

Prayer Shawl Ministry

Care, prayer, and the love of knitting or crocheting have been combined into this ministry that reaches out to those in need of comfort. When participants gather, they bring their project with them as they share stories of their shawls, exchange patterns, and bless the finished shawls brought in that month. If you cannot make the meetings, your finished shawls can be dropped off at the Parish Office.

RCIA Sponsors

A sponsor is a practicing Catholic who agrees to mentor and share faith with a non-Catholic who is considering membership in the Catholic Church.

SCRIP Sales

Help sell SCRIP 30 minutes before and after Saturday 4:30 PM Mass or on Sunday from 9-10:00 AM. You can sign up to sell SCRIP at the mass you attend or for the whole weekend. Scheduling will be done via Sign Up Genius.

Serenity Bereavement Support Group

To gather with others who have lost a parent, spouse, sibling, etc. and share feelings, ideas, and experiences to foster healing and understanding while coping with grief.

Sisters of the Heart Prayer Ministry

Each Tuesday morning following mass, this group of women meet in the Fireplace Room to pray intercessory prayer.

*Must be VIRTUS trained

SERVICE MINISTRIES

Site Advisory Council*

This council serves as an important parent and parish member body for feedback and consultation for the St. John the Baptist School Principal, the GRACE System President, and the GRACE Council of Trustees. The Site Advisory Council's primary responsibility is to meet site-based fundraising requirements. All matters, activities and decisions will be aligned with St. John the Baptist School's mission statement and vision. The Council meets once a month.

St John Prayer Ministry

Would you like to pray with and for others? After each Mass on the third weekend of the month, prayer ministers will be available in the Eucharistic Chapel to pray for the needs of the people. Individuals are invited to come and have the prayer ministers pray with and for them. Prayer Ministers are scheduled on a rotating basis.

Social Concerns Committee

This committee helps the parish to care for the poor, hurting, and homebound. We also work to assist parish members to become more aware of social issues that affect our community. You can become a member of the committee or volunteer for a service area. Monthly meetings are on the third Tuesday of the month from 7:00-8:30 PM.

St. John the Baptist Garden Angels

Assist with taking care of a portion of our outdoor plantings around the Ministry Center, Church, woods, and Duck Creek Cemetery. If you love to garden, this is an opportunity to put your skills to use; however, we also need people to weed.

St. John the Baptist School

- Coach sports team*
- Library Volunteer*
- Lunchroom Volunteer*
- Noon Playground Supervisor*
- Before/After School Supervision*

St. John the Evangelist Homeless Shelter Donations / Volunteers

Volunteer at the Shelter working during the day or evening: cleaning, doing laundry, sorting donations, office work, maintenance, pickups. Volunteers are also needed to work with guests in the evenings. Consider donating items from their wish list or working with a group to prepare a meal. **Contact the homeless shelter directly at (920) 436-9344.**

SERVICE MINISTRIES

St. Vincent de Paul Conference

A Catholic lay organization. Volunteers focus on those in need. Provides monetary assistance with rent and utilities, clothing, household items vouchers, and mentorship. St. John's Conference meets one time per month.

That Man Is You

Are you looking to deepen your relationship with God? Want to be a better husband? Become a more loving Father? Build friendships with other like-minded men of our Parish? And seek to be the best Man you can be? Join us on Thursday mornings, 6:00–7:30 AM in the Narthex starting in Fall of 2023.

Ushers

Greet and assist parishioners with seating, collection, and communion procession.

Women's Bible Study

A thirst for Scripture brings women together to discuss, share, and learn how Scripture plays a role in our everyday lives. Groups meet on various days.

Youth Ministry Adult Volunteer*

Help us with monthly youth events in various roles of assistance. Training is provided. Time commitment varies, and opportunities include Middle School Activity Nights, High School Activity Nights, Volunteer opportunities for both age groups, High School Bible Study, and more!

Skills/Talents/Interests

Please note on the form if you have skills or talents, you are willing to share in any of these areas:

- Carpentry
- Electrical
- Gardening
- Graphic Design
- Masonry
- Office Support
- Photography
- Plant Care (Inside Church)
- Plumbing
- Technology—Audiovisual (Run Screens)
- Technology—Audiovisual (Run Sound System)
- Technology—Computer/IT Support
- Videos-Creating for Variety of Ministries
- Other

*Must be VIRTUS trained

Community-Service Commitment 2022

Please PRINT

Name:	Ph #:	Cell #:
Address:	Email:	

DIRECTIONS: Print first name(s) in each selected ministry / organization. If continuing, please return this form as well. RETURN completed forms to the church Narthex OR Parish Office. Refer to the booklet or visit our website at sjbh.org for ministry descriptions. **Note: Only NEW ministries will be contacted by staff.**

Ministry / Organization	Family Member FIRST Name	New	Continue	Leave
31 Club				
Administrative Help-Taking Minutes at Meetings				
Altar Server				
Adult Small Group Facilitators				
Art and Environment Ministry				
Babysitting Volunteer				
Baker for Parish Events				
Baptism Preparation				
Bible Study Facilitator				
Booster Club				
Buildings and Grounds Committee				
Catholic Women/Christian Mothers				
Children's Summer Programming Volunteer*				
Christ Renews His Parish				
Churchtime Leader* 10:00 AM				
Churchtime Youth Volunteer-10:00 AM				
Communion to Assisted Living*				
Communion to the Sick and Homebound*				
Extraordinary Ministers of the Eucharist - 4:30 PM				
Extraordinary Ministers of the Eucharist - 8:00 AM				
Extraordinary Ministers of the Eucharist - 10:00 AM				
Faith Formation Catechist/Mentor* (Circle Grade level: 1-5, 6-8, High School)				
Faith Formation Catechist Aide*				
Faith Formation Catechist Substitute*				
Finance Council Member				
Forerunners Team				
Funeral Luncheon Volunteer				
Green Bay Mission Support				
Greeter - 4:30 PM				
Greeter - 8:00 AM				
Greeter - 10:00 AM				
Grounds Beautification/Gardening				
Health and Wellness Committee				
Helping Hands				
Knights of Columbus 6279				
Laundry Love with Helping Hands				
Lector - 4:30 PM				
Lector - 8:00 AM				
Lector - 10:00 AM				

*Must be VIRTUS trained

Ministry / Organization	Family Member FIRST Name	New	Continue	Leave
Music Ministry - Children's Choir				
Music Ministry - Instrumentalist or pianist (circle)				
Music Ministry - Joyful Noise				
Music Ministry - Living Waters Choir				
Music Ministry - Men's Choir				
Music Ministry - Resurrection (Funeral) Choir				
Music Ministry - Small Group Singer				
Music Ministry - Youth Choir				
Parish Trustee				
Pastoral Council Member				
Prayer Shawl Ministry				
RCIA Sponsor				
School-Before/After School Supervision*				
School-Coach Sports Team*				
School-Library Volunteer*				
School-Lunchroom Volunteer*				
School-Noon Playground Supervisor*				
School-Site Advisory Council*				
SCRIP Sales				
Serenity Bereavement Group				
Site Advisory Council*				
SJB Sisters in Christ				
Social Concerns Committee				
St. Vincent de Paul Conference				
Skills/Talents/Interests:				
Carpentry				
Electrical				
Graphic Design Artist				
Masonry				
Photography				
Plant Care (Inside Church Building)				
Plumber				
Technology-Audio Visual (Run Screens)				
Technology-Audio Visual (Run Sound System)				
Technology-Computer/IT support				
That Man is You				
Other (please specify)				
Usher - 4:30 PM				
Usher - 8:00 AM				
Usher - 10:00 AM				
Women's Bible Study				
Youth Ministry-Adult Volunteer*				

*Must be VIRTUS trained