



## *Immaculate Heart of Mary Parish*



## *Time & Talent*

Ministry Booklet



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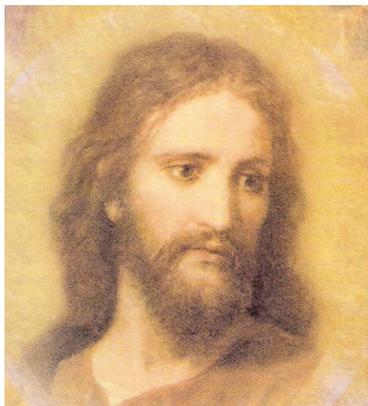
## Stewardship Prayer

Oh Lord, giver of life and source of our freedom,  
We are reminded by the Psalmist that Yours is  
“the earth and its fullness;  
the world and those who dwell in it.”

We know that it is from Your hand that we  
have received all we have and are and will be.  
Gracious and loving God, we understand that  
You call us to be the stewards of Your abundance,  
the caretakers of all You have entrusted to us.

Help us always to use Your gifts wisely  
and teach us to share them generously.  
May our faithful stewardship bear witness to  
the love of Christ in our lives.

We pray with grateful hearts, in Jesus’ name.  
Amen.



# **A Christian Steward**

A Christian steward receives God's gifts gratefully, cherishes and tends them in a responsible and accountable manner, shares them in justice and love with others and returns them with increase to the Lord.

From the Bishop's Pastoral Letter on Stewardship:  
Stewardship, A Disciple's Response

## **Stewardship of Talent: Gift of Grace**

*As each has received gift, use it to serve one another, as good stewards of God's varied grace." 1 Peter 4:10*

Stewardship is the faith-filled recognition, use and return, in gratitude, of all of our gifts from God. These gifts are usually categorized by Time, Talent or Treasure.

As Disciples of Christ, it's not for our own benefit that we use our gifts, but in the service of God and for the benefit of others. These gifts are called charisms. These are gifts of grace from the Holy Spirit, the nature of which is spiritual ability, endowment and power. As Catholics, we believe that we were gifted. These gifts of grace come from the Holy Spirit, the nature of which is spiritual ability, endowment and power. As Catholics, we believe that we were endowed with one or more of these gifts at Baptism.

When you are making your stewardship commitment, consider those ministries that jump out as interesting to you. God often uses who we are and what we are interested in to lead us where He wants us to go. If you don't feel pulled in any specific direction, then try committing some time to any of the many important ministries available and then also commit some time to praying and discerning your gifts. Once you make the commitment, the rest will fall into place. God will bless you with grace, and you will bless us all with your time, your talent, and the gift of YOU.

God bless you

**Stewardship Commission**

Please read through the descriptions of the many ministries offered and reflect on the gifts God has given you. Through prayer let the Spirit lead you to offer your gifts of service to IHM Parish.

If you have questions, please don't hesitate to contact the designated ministry contact shown in this booklet. Or just sign up! Try something new. If it is not a good fit, you will figure that out through prayerful consideration, and you can move to something else.

And if there are any ministries that could support you, please let us know that too. It is a blessing for us to be able to minister to you. This will give you strength and nourishment to minister to others later.

# Time & Talents

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# Evangelization & Discipleship

## Childcare

Adult/Young Adult

Current Need: Occasionally, not limited

Commitment: varies

*Ministry Contact:* Jen Brown (517) 393-3030 (ext. 216)

Email: [brownj@ihmlansing.org](mailto:brownj@ihmlansing.org)

Have you ever wanted to go to something the Parish is doing but can't because your vocation as moms and dads mean you are needed at home? What if childcare was provided for you, free of charge? If you would be willing to help other families, chances are you would get the same great service. We are looking for adults and older youth to help with childcare at a variety of our Parish events. Training and background checks have to happen, per the Diocese, but just think about how you are helping others – and how they can help you.

## Marketing and Advertising

Adults

Current Need: Occasionally, not limited

Commitment: varies

*Ministry Contact:* Jen Brown (517) 393-3030 (ext. 216)

Email: [brownj@ihmlansing.org](mailto:brownj@ihmlansing.org)

Do you do marketing for a living? Understand principles of advertising? Have the ability to look at a project and know how to best get an idea across? Would you be willing to put those talents to use for the Parish? I am looking for people who understand good marketing and advertising for advice as we begin to bring the Good News out into a world in need of the best “ad campaign” in the world.

## Parishioner Welcoming Table

Adult/Families/Young Adult

Current Need: Ongoing, continuously

Time Commitment: 15 minutes after Mass, once a month

*Ministry Contact:* Mary Margaret Utess (517) 882-6631

Email: [utessm@ihmlansing.org](mailto:utessm@ihmlansing.org)

A table with registration materials, information on our parish, and other items representing our parish is maintained after all Saturday/Sunday liturgies to be a presence for those who may be interested or new to our parish. The volunteer(s) are asked to be a cheerful presence of our parish at this table to welcome possible new members.

## English as a Second Language Instructors

Adults

Current Need: Once a month

Commitment: varies

Ministry Contact: Jen Brown (517) 393-3030 (ext. 216)

Email: [brownj@ihmlansing.org](mailto:brownj@ihmlansing.org)

Lansing has seen a rise in refugees. Many of those who come are Catholic and Christian, but have a hard time settling in because they can't drive to regular ESL classes or they and their spouses cannot get time off of work to go to an ESL class when it is offered. We have a number of parishioners who are in need of strengthening their language skills so that they are empowered to raise their children and make a good living in their newly adopted country.

## Alpha Dinner Cooking Team

Adults, High School Youth

Current Need: twice a year

Commitment: once a week, 10-11 weeks.

Ministry Contact: Jen Brown (517) 393-3030 (ext. 216)

Email: [brownj@ihmlansing.org](mailto:brownj@ihmlansing.org)



As a parish one of the things we love most is introducing people to Jesus! We do this in a variety of ways, but one of our biggest ways is through the Alpha program. The best way to begin a good conversation is always around a meal, so we want to feed our Alpha guests as they consider who Jesus could be for them. We are looking for people willing to give a few hours once a week to assist with a tasty meal for our guests - including set up and clean up.

## Alpha Dinner Cooking Leader

Adults

Current Need: twice a year

Commitment: once a week, 10-11 weeks.

Ministry Contact: Jen Brown (517) 393-3030 (ext. 216)

Email: [brownj@ihmlansing.org](mailto:brownj@ihmlansing.org)

We are looking for an individual who will plan the menu, buy the food and make the meal. This person will direct a cooking team to assist.

The Alpha Course is a powerful opportunity to invite people to know Jesus Christ. We invite people for a meal, a video, fellowship and discussion.

## Alpha Assistant

Adults, High School Youth

Current Need: twice a year

Commitment: once a week, 10-11 weeks.

Ministry Contact: Jen Brown (517) 393-3030 (ext. 216)

Email: [brownj@ihmlansing.org](mailto:brownj@ihmlansing.org)



Do you enjoy organizing? Helping others accomplish something? The Alpha Team is looking for people willing to help organize the set up and decoration of the Alpha Tables (they don't need to do it themselves, only organize a team already available to make it happen), setting up the book table and selling books during The Alpha Course, hand out song sheets, and other flyers and be on hand to help the Alpha Team Leaders create a hospitable and welcoming environment.

## Prayer Team Usher

Adults

Current Need: Once a month as scheduled

Commitment: about ½ hour after any Mass when scheduled.

Ministry Contact: Jen Brown (517) 393-3030 (ext. 216)

Email: [brownj@ihmlansing.org](mailto:brownj@ihmlansing.org)

We would like to offer anyone in our parish the opportunity to receive prayer and have trained prayer team ministers ready to pray with people. We are looking for people willing to help make this a smooth process: help people find the prayer teams, guide them to an open team, find tissues if needed, restrooms, etc. –just be available for any need they or the prayer team have.

# Liturgical Ministries

## Adult Choir

Adult Only (18 Years and older)

Current Need: Not Limited

Commitment: Bi-annually (Christmas/Easter seasons)

Ministry Contact: David Wiseman (517) 393-3030 (ext. 230)

Email: [wisemand@ihmlansing.org](mailto:wisemand@ihmlansing.org)

The choir is encouraged by Church documents to foster active participation of the faithful. At IHM an adult choir is assembled to enrich the seasons of Christmas and Easter and other celebrations as needed. Choir members attend designated rehearsals and prepare to the best of their ability the music chosen for a given celebration. Choir members ARE able to sing a

basic tune or melody and collaborate in an ensemble setting, and attend mandatory rehearsals and performances. The choir sings at IHM church Christmas Eve (Midnight Mass), Epiphany, Holy Thursday, Easter Vigil and Easter Sunday.

A general invitation for any choir event is posted on the worship page of the Sunday bulletin with specific dates and times included. Rehearsal and performance attendance is mandatory. Individual time with rehearsal compact disc recording is also expected. Watch the bulletin for dates.

## **Altar Server (Acolyte)**

Youth / Young Adult (4th grade through High School and Adults may serve at weekday and weekend Masses)

Current Need: Not limited

Commitment: Varies

*Ministry Contact:* David Wiseman (517) 393-3030 (ext. 230)

Email: [wisemand@ihmlansing.org](mailto:wisemand@ihmlansing.org)

The role of Altar Server (or Acolyte) is instituted to assist the priest or deacon at the altar. Boys and girls 4th grade through high school are invited to assist at the Eucharistic table. IHM also invites adults to serve at weekday Masses and funerals. Servers must be mature, responsible and dependable. Ministers serve at Saturday/Sunday weekend Masses, other Holy Days, weekday Masses or as needed. Training and formation is provided annually, including sessions for school students (and others) offered at the beginning of the school year. Students may sign up (or be scheduled) for any preferred weekend, weekday or Holy Day Mass time.

## **Art & Environment**

Committee of Adult / Young Adult - (post-high school and older)

Current Need: Not Limited

Commitment: Bi-annually

*Ministry Contact:* David Wiseman (517) 393-3030 (ext. 230)

Email: [wisemand@ihmlansing.org](mailto:wisemand@ihmlansing.org)

The church documents call for the implementation of worshipful art and artistry within the liturgical environment. How we perceive what is around us can affect our participation and attitude toward what is being celebrated. This committee gathers twice or so a year to assess our liturgical space and plan for the various seasons of the Church year. Meetings are normally held at the convenience of members. However, participation is expected during Christmas and Easter set-up and take-down. Ministers must be able to commit to meeting times and are available during Christmas and Easter. Meetings are held at a meeting space in the parish office, rectory or school, specific times and dates are agreed upon in advance.

## **Cantor / Instrumentalist**

Adult / Young Adult - (high school and older)

Current Need: Not Limited

Commitment: Varies

*Ministry Contact:* David Wiseman (517) 393-3030 (ext. 230)

Email: [wisemand@ihmlansing.org](mailto:wisemand@ihmlansing.org)

A cantor leads the gathered assembly in the sung prayers and responses of the liturgy. An instrumentalist assists in building up the assembly's participation in this action. Cantors will help lead assembly parts & solo verses for a given liturgy. An Instrumentalist will work closely with the Director of Music to compliment the existing accompaniment in the most effective way possible. Ministers will possess some musical training and are able to perform in public. Ministers serve at IHM church during Masses on Sat / Sun / Holy Days or as needed. Director of Music will contact you to schedule an informal presentation of skills and request other materials; Director will determine how best to incorporate gifts and talents with current and future programs, including the newer "praise and worship" element.

## **Church Cleaning**

Adult / Young Adult (high school and older)

Current Need: Not Limited

Commitment: Varies

*Ministry Contact:* Dave Wiseman, 393-3030, ext.230

Email: [wisemand@ihmlansing.org](mailto:wisemand@ihmlansing.org)

Although our professional maintenance staff oversees the general condition of our facility, many hands are needed to maintain the routine cleaning and dusting of our worship and gathering spaces. Those interested will help maintain the general cleanliness of the church, including dusting, light cleaning, windows, etc. Ministers need to be able to work a flexible schedule and have a willingness to do a thorough job. Ministers serve at IHM church on a rotating schedule which can be weekly, bi-weekly, monthly, or seasonal.

## **Extraordinary Minister of Holy Communion**

Adult Only (18 Years and older) with minimum sacraments

Current Need: Not Limited

Commitment: Scheduled Liturgy, Training, Eve of Reflection

*Ministry Contact:* David Wiseman (517) 393-3030 (ext. 230)

Email: [wisemand@ihmlansing.org](mailto:wisemand@ihmlansing.org)

Those parishioners who have received Baptism, Confirmation, and Eucharist, and are 18 years of age or of mature faith, are asked to serve in two ways – some as ministers of the Body and Blood of Christ at Mass, while others take the Eucharist to those who are sick and/or homebound. Training & Formation are provided annually or as needed.

## **Minister of Hospitality (Usher or Greeter)**

Adult / Young Adult (high school and older)

Current Need: Not Limited

Commitment: Scheduled Liturgy, Training, Eve of Reflection

*Ministry Contact:* Steve Gauss (517) 882-3941

Greeters and Ushers play a vital role in our parish liturgies - welcoming, seating people, collecting the offerings, assisting those with special needs, etc. Being hospitable is the foundation for being a good steward. Ministers will greet people at the doors before Mass, assist those in wheelchairs, be on guard for emergency situations, and execute the procession at Offertory including the collection and at Communion time. Ministers need to be comfortable in a public setting and have a strong desire to serve and help others, especially those with physical limitations. Ministers serve at IHM church Masses on Sat / Sun / Weekdays / Holy Days. Ministry Contact will coordinate your informal training.

## **Plant Care – in Church**

Family (Adult Supervision Required)

Current Need: Not Limited

Commitment: Varies

*Ministry Contact:* David Wiseman (517) 393-3030 (ext. 230)

Email: [wisemand@ihmlansing.org](mailto:wisemand@ihmlansing.org)

Having a warm and inviting space is vital to the ongoing life of the parish community. Plants and flowers in particular add a unique dimension to our liturgical environment. Those interested will monitor plant life in the church, chapel, and gathering spaces. Ministers need to be able to work a flexible schedule and have a strong knowledge of plant maintenance. This is an ongoing ministry, but is particularly needed during the Christmas and Easter seasons.

## **Reader**

Adult / Young Adult (high school and older)

Current Need: Not Limited

Commitment: Scheduled Liturgy, Training, Eve of Reflection

*Ministry Contact:* David Wiseman (517) 393-3030 (ext. 230)

Email: [wisemand@ihmlansing.org](mailto:wisemand@ihmlansing.org)

Men and women aged high school and older are invited to proclaim God's Word at Mass and at other parish liturgies. Training is offered as needed.

## **Sanctuary Care (Sacristan)**

Adult Only (18 Years and older)

Current Need: Not Limited

Commitment: Weekends

*Ministry Contact:* David Wiseman (517) 393-3030 (ext. 230)

Email: [wisemand@ihmlansing.org](mailto:wisemand@ihmlansing.org)

Setting up before any liturgy is essential. A Deacon when present sometimes does this, however, other times require the assistance of laity. Ministers will work with the Priest in preparing the hosts, wine, vessels, etc. for a given Mass. Time is expected after Mass as well to wash and put everything away in its proper place. Ministers have a willingness to serve others and are punctual and dependable. Ministers serve during Masses on Sat/Sun/Weekdays/Holy Days/Funerals/Weddings or as needed. Ministry Contact will coordinate your formal training.

## **Wedding Host/Hostess**

Adult Only (18 Years and older)

Current Need: Not Limited

Commitment: Varies

*Ministry Contact:* David Wiseman (517) 393-3030 (ext. 230)

Email: [wisemand@ihmlansing.org](mailto:wisemand@ihmlansing.org)

Weddings are one of the greatest opportunities we have to welcome others from varying faiths and backgrounds. It may well be the first experience people have encountering our parish or even a Catholic community. Hostess/Coordinator will contact the bride (groom) in preparation of the wedding, help set up and clean up the church, monitor the wedding party before and after both rehearsal and ceremony, uphold IHM wedding guidelines. Ministers are able to deal with strong personalities and have a willingness to serve others. Ministers serve at IHM church Friday nights/Saturday morning and afternoons as scheduled. Ministry Contact or seasoned hostess will contact you to pair you up with an existing hostess; scheduling is done at that time.

# Councils and Commissions

## Finance Council

Adult Only (18 Years and older)

Current Need: Not Limited

Commitment: Quarterly, Aug-May for 3 years

*Ministry Contact:* Fr. John Byers (517) 393-3030 (ext. 205)

Email: [frjbyers@ihmlansing.org](mailto:frjbyers@ihmlansing.org)

The Parish Finance Council serves in an advisory capacity to the Pastor. Responsibilities include the review of monthly financial statements and annual budget for both the parish and the school. The Council reviews recommendations and proposals regarding the maintenance and improvement of all parish/school facilities. The Council meets quarterly typically Aug., Nov., Feb. and May. Seats are open to active parishioners who have worked with budgets and understand basic financial statements.

## Pastoral Council

Adult Only (18 Years and older)

Commitment: Monthly Sept-May for 1-3 years

*Ministry Contact:* Fr. John Byers (517) 393-3030 (ext. 205)

Email: [frjbyers@ihmlansing.org](mailto:frjbyers@ihmlansing.org)

Guided by a carefully crafted Vision, this leadership council advises the pastor on the direction of the parish, in the context of the parish pastoral plan and the use of financial, human and spiritual resources to carry out that plan. Council seats are open to adults who have been in the parish at least one year, and have experience in at least one ministry.

## Stewardship Commission

Adult/Young Adult

Current Need: Not Limited

Commitment: Monthly Sept-May for 3 years

*Ministry Contact:* Fr. John Byers (517) 393-3030 (ext. 205)

Email: [frjbyers@ihmlansing.org](mailto:frjbyers@ihmlansing.org)

A Christian steward is a disciple of Jesus Christ who receives God's gifts gratefully, cherishes and tends them in a responsible and accountable manner, and shares them in justice and love for others. Guided by this vision, the Stewardship Commission organizes and oversees efforts to help us be good stewards of all our resources. Responsibility includes the presentation of time, talent, and treasure initiatives each year. Open to adult parishioners who are active stewards in the parish.

## **Worship Commission**

Adult / Young Adult - (post-high school and older) (verify w/Dave)

Current Need: Not Limited

Commitment: Monthly

*Ministry Contact:* David Wiseman (517) 393-3030 (ext. 230)

Email: [wisemand@ihmlansing.org](mailto:wisemand@ihmlansing.org)

The church documents call for an active body of parishioners representing various liturgical ministries to assess the needs of the worshipping community and create ways through appropriate information, education and ability to meet these needs. This commission helps foster the liturgical growth of our faith community through discussion and implementation of how our parish liturgies are celebrated, in planning an annual Evening of Reflection for Liturgical Ministers, and the weekly bulletin worship page. Ministers must attend Mass weekly and be able to commit to meetings, which are held once a month on Saturdays (specific times and dates are agreed upon in advance).

## **Parish Life Ministries**

### **Adopt a Garden**

Youth / Young Adult / Adults / Family

Current Need: Not limited

Commitment: Varies

*Ministry Contact:* Barry Marsh, Business Mgr. (517) 393-3030 (ext. 208)

Email: [marshb@ihmlansing.org](mailto:marshb@ihmlansing.org)

Share your talents doing God's work in a "natural way." Small areas on the parish grounds and priests' residence always need loving attention. This ministry is open to anyone who has a green thumb; it's a great opportunity for individuals or a family to work together. Ministers will be able to do gardening, weeding and planting through the spring, summer and fall.

## **Administrative Office Volunteers**

Young Adult / Adults

Current Need: Unlimited

Commitment: Varies/flexible

*Ministry Contact:* Anita Sandel, Secretary (517)

393-3030 (ext. 202) Email:

[sandela@ihmlansing.org](mailto:sandela@ihmlansing.org)



It takes many dedicated people with diverse skills to properly support the administrative function of a parish. This ministry is open to those who have clerical talents, love to greet people and answer phones. Volunteers make and receive phone calls, help with special projects, mailings and other general office tasks. There are opportunities for your talents in the parish office on weekday mornings, afternoons and evenings, as well as Saturdays, year round. Training will be given by office staff.

## **Baking**

All Persons welcome

Current Need: Not Limited

Commitment: As needed

*Ministry Contact:* Anita Sandel or Barb Smith (517) 393-3030

Use your time and talent with your love for baking. Cakes, cookies and pies are needed periodically for parish functions. Ministers will prepare baked goods using their own facilities and deliver to the church for occasional functions year round.

## **Card Ministry**

Young Adults / Adults / Family

Current Need: Not limited

*Ministry Contact:* Barb Spitzley, (517) 646-0385

This ministry supports the sick and those who have lost family members. Card making skills are not required. Open to those who would like to learn. Materials are provided. The group meets once a month, the 4<sup>th</sup> Wednesday of each month at 1 pm.

## **Funeral Luncheon Hospitality**

Young Adults / Adults

Current Need: Not Limited

Commitment: Varies; 10 am-3 pm

*Ministry Contact:* Carolyn Reed, (517) 646-0808; Home; 331-1359 Cell

Email: [reedd@wowway.com](mailto:reedd@wowway.com)

This ministry prepares a luncheon following the funeral of a loved one. Volunteers assist in the preparation, serving, and cleanup of funeral luncheons at IHM.

## **Funeral Hospitality Ministry**

Young Adults / Adults

Current Need: Not limited

Commitment: Varies

*Ministry Contact:* Barb Smith or Anita Sandel (517) 393-3030

Coordinator: Erma VanZwoll

This ministry group provides hospitality before and after funerals at IHM. Support is given by physical presence, providing information, tissues and water to funeral attendees. Coordinators are notified when funerals are scheduled; ministers are notified by the coordinators on a rotation basis.

## **Habitat for Humanity**

Young Adults / Adults

Current Need: Not limited

Commitment: Varies

*Ministry Contact:* Barb Smith or Anita Sandel (517) 393-3030

Coordinator: Mary Ann Minard

Volunteers needed to do construction work on a community project building program.

## **Health Ministry**

Adults (With Nursing skills only)

Current Need: Unlimited

*Ministry Contact:* Barry Marsh (517) 393-3030

This ministry provides health information each week in our parish bulletin and organizes two Red Cross Blood drives each year. We are looking for leadership with monthly blood pressure screenings on Sunday mornings once a month. Health information is disseminated at these screenings. Blood Drives take place in the Parish Family Center in January and June. Blood Pressure Ministers must have a nursing or qualifying medical background. Helpers for blood drives do not need a medical background. Red Cross provides medical servers.

## **Marriage FOCCUS Sponsor Couples**

Married Couples

Commitment: 3 x year at 2 hours

*Ministry Contact:* Fr. John Byers (517) 393-3030 (ext. 205)

Email: [frjbyers@ihmlansing.org](mailto:frjbyers@ihmlansing.org)

Coordinator: Anita Sandel

Married couples willing to share their faith and experience of marriage with engaged couples. Training is provided.

## **Prayer Circle**

Youth / Young Adult / Adults / Family

Current Need: Not limited

Commitment: Can be done anywhere

*Ministry Contact:* Barb Smith or Anita Sandel (517) 393-3030

Coordinator: Judy Sibal

Prayer support is offered to parish family members during illness and times of death. Prayers are also offered to non-parishioners as well. Prayer teams or “circles” are formed and assigned a coordinator. Parish staff members collect the names of those requesting prayers and disseminate the names weekly to the coordinators who then distribute the names to their respective circles. Prayer members pray individually wherever they wish.

## **Respect Life**

Young Adults / Adults

Current Need: Unlimited

Commitment: Varies

*Ministry Contact:* Bob & Sue Hundt (517) 648-2738

This ministry supports “Right to Life,” single mothers, the unborn and the young born. Ministers support the “Right to Life” through various activities. Single mothers and newborns are supported through the “Dresser” Ministry, which collects child rearing and baby need items, and donations collected through the “Baby Bottle” Ministry. In addition to donated items, the ministry is supported by an annual Mother’s Day flower drive. Ministers are invited to serve in whatever capacity they can.

## **Change of Heart**

Adults

Current Need: Unlimited

Commitment: Varies

*Ministry Contact:* Bob & Pat Heriford (517) 243-8605

This ministry provides personal needs and/or mentoring to returning citizens, offer weekly communion services at a local prison. Facilitate IMAGE (self-esteem building) program both in prison and in the community.



## **Restorative Justice Ministry**

Adults

*Ministry Contact:* Fr. John Byers (517) 393-3030 ext. 205

Commitment: Varies

Become a pen pal/prayer partner to encourage evangelization and faith sharing with those incarcerated.

## **Shawl Ministry**

Young Adults / Adults / Seniors

Current Need: Unlimited

Commitment: Sept - May; 2<sup>nd</sup> Wed. of month, 1:30 pm in the Parish Office

*Ministry Contact:* Parish Office (517) 393-3030

This ministry is an outreach to both the parish and local community, serving homebound persons, Alzheimer patients, cancer patients, babies of single mothers and St. Vincent Catholic Charities. Shawls are made for and distributed to the homebound; shawls and busy quilts are made for Alzheimer patients; hats, mittens and scarves are made for and distributed by the St. Vincent de Paul Society. The ministry is open to those who can crochet, knit, quilt or wish to learn how. During the summer (June through August) members create in their homes.

## Free Community Meal (Soup Kitchen)

Youth / Young Adults / Adults

Current Need: Unlimited

Commitment: Varies

Ministry Contact: Barry Marsh (517) 393-3030

Volunteers are needed to assist with food preparation, dining room workers, setup and clean up, the 3<sup>rd</sup> Sunday of each month. Personal need items are also collected to distribute to those attending the meal. Items needed are: toothpaste, tooth brushes, soap/body wash, shampoo/conditioner, washcloths, hairbrushes/combs and deodorant. Items can be dropped off in the gathering space of church or at the parish office.



## Faith Formation & Development

### Catechist Family Faith Formation, Preschool - 6

Adults

Current Need: Unlimited

Commitment: Oct-May, Weekly on Tues

Ministry Contact: Aaron Epkey, (517) 393-3030

Email: [epkeya@ihmlansing.org](mailto:epkeya@ihmlansing.org)

This ministry nurtures youngsters' Faith, including Pre-School (3-4 year olds) through 6th grade. Each grade is separated into their own respective classrooms. Ministry requires adults willing to participate in learning experiences that offer our young people the very best. Catechists are supported with materials and opportunities to refine skills used to nurture Faith in children. Catechists are required to take the Virtus Protecting God's Children Training, complete a background check and consent form, and attend Catechist certification training, also offered by the Diocese of Lansing. Catechists choose to minister to pre-schoolers on Sunday between 9:30 and 10:30, or to 1st through 6th graders on Tuesday evenings between 4:30 and 5:30 PM or 7:00 to 8:00 PM. Classes are offered in religious education rooms at IHM from October through May. Catechists meet in September prior to classes so as to participate in enrichments held at various locations.

## **Assistant Catechist of Faith Formation, Preschool - 6**

Adults

Current Need: Unlimited

Commitment: Oct-May, Weekly on Tues

*Ministry Contact:* Aaron Epkey (517) 393-3030

Email: [epkeya@ihmlansing.org](mailto:epkeya@ihmlansing.org)

This ministry supports catechist in nurturing Faith, including Pre-School (3-4 year olds) through 6th grade. Each grade is separated into their own respective classrooms. Ministers assist the catechist and support the young people during Faith Formation classes by distributing materials, helping proclaim the Gospel and assisting with lessons. Catechists choose to minister to pre-schoolers on Sunday between 9:30 and 10:30 am, or to 1st through 6th graders on Tuesday evenings between 4:30 and 5:30 PM or 7:00 to 8:00 PM. Classes are offered in rooms at IHM from October through May. Catechists meet in September prior to classes so as to participate in enrichments held at various locations. Assistant catechists are required to take part in the Virtus Protecting God's Children class and complete a background check and consent form.

## **RCIA For Children**

Adults

Current Need: 2 adults

Commitment: Nov-May

*Ministry Contact:* Aaron Epkey (517) 393-3030

Email: [epkeya@ihmlansing.org](mailto:epkeya@ihmlansing.org)

This ministry supports children over seven who have not been baptized. It also supports the families of the children.

## **RCIA Team Facilitator**

Adults

Current Need: Varies

Commitment: Weekly on Wed. (Sept-May)

*Ministry Contact:* Leah Hinman, Adult Ed. Director (517) 393-3033 (ext. 210); Email: [hinmanl@ihmlansing.org](mailto:hinmanl@ihmlansing.org)

Individuals mentor adults who are interested in becoming Catholic by facilitating discussions and faith-sharing in small groups at Wednesday night catechetical sessions.

## RCIA Team Sponsor

Adults

Current Need: Varies

Commitment: Weekly

*Ministry Contact:* Leah Hinman, Adult Ed. Director (517) 393-3033 (ext. 210); Email: [hinmanl@ihmlansing.org](mailto:hinmanl@ihmlansing.org)

Adults who have received Baptism, Eucharist and Confirmation are needed to mentor and support those who have decided to become Catholic. Walk the journey of sacramental preparation with an individual with one on one faith sharing and personal contact.

## Sunday Nursery

Youth / Young Adults / Adults / Family

Current Need: Unlimited

Commitment: Sun 9:30-10:30 am

*Ministry Contact:* Barry Marsh (517) 694-6708

**We have no Sunday nursery at this time.** We would like to provide child care for children under 3 years old during 9:30 am Mass. Minister volunteers are selected on a rotation basis. Volunteers are required to take the Virtus Protecting God's Children Training, complete a background check and consent form, and be interviewed before participating. We would like to provide child care from the first Sunday of September through the last Sunday in May.

## Vacation Bible School

Adults

Current Need: Unlimited

Commitment: June (3 mornings)

*Ministry Contact:* Aaron Epkey (517) 393-3030

Email: [Epkeya@ihmlansing.org](mailto:Epkeya@ihmlansing.org)

Vacation Bible School is an experience that supports young people's celebration of scripture during the summer. Each grade is separated into their own respective classrooms. Ministers assist the children with learning scripture, doing crafts, singing songs, playing games and more. Bible School takes place for 3 mornings (M,T,W) in the Parish Family Center and church. On Wednesday evening there is an opportunity to share a meal and participate in a program to share what was learned. Adult volunteers are required to attend the Virtus Protecting God's Children Training and complete a background check and consent form.

# School Ministries

## Athletics

Adults

Current need:

Commitment: Varies

*Ministry Contact:* Angela Johnston, Principal (517) 882-6631

Email: [johnstona@ihmlansing.org](mailto:johnstona@ihmlansing.org)

Coaches and assistant coaches needed for various sports; times vary with sports seasons and requirements (time intensive). Adult volunteers are required to attend the Virtus Protecting God's Children Training and complete a background check and consent form.

## Lunch Assistant

Adults

Current need: Mon-Fri or 1 day, 11:20am to 12:30pm

Commitment: October-May

*Ministry Contact:* Angela Johnston, Principal (517) 882-6631

Email: [johnstona@ihmlansing.org](mailto:johnstona@ihmlansing.org)

Lunch Assistance involves adults assisting students in the lunch facility, M-F, 11:20 to 12:30 PM. Adult volunteers are required to attend the Virtus Protecting God's Children Training and complete a background check and consent form.

## Marketing Group

Adults

Current need: Unlimited

Commitment: 1 x a month for 2 hours.

*Ministry Contact:* Angela Johnston, Principal (517) 882-6631

Email: [johnstona@ihmlansing.org](mailto:johnstona@ihmlansing.org)

The IHM-St. Casimir School Marketing Group is comprised of volunteers who are dedicated to ensuring our School enjoys a stable enrollment. This goal is accomplished by sponsoring various events and a website during the year. We also generate press releases, contribute to both parish bulletins and to the School bulletin, and we maintain School Bulletin Boards at both parish sites. These initiatives all serve to highlight school events, to publicize the successes of our students and staff, and to thank parishioners for their continued support of our School.

## **School Student Mentor**

Adults

Current need: Unlimited

Commitment: 1 – 4 x a month for 1 hour.

*Ministry Contact:* Angela Johnston, Principal (517) 882-6631

Email: [johnstona@ihmlansing.org](mailto:johnstona@ihmlansing.org)

Adults and seniors are needed to assist students in reading or math during the school day.

## **Youth & Young Adult**

### **Core Team for High School Youth Group**

Young Adults / Adults

Current Need: 9-12 Adults (3-4 teams of 2-3)

Commitment: Weekly, 2-4 hours

Ministry Contact: Jay Jong, Youth Minister; (517) 393-3030 (ext. 221);

Email: [jongj@ihmlansing.org](mailto:jongj@ihmlansing.org)

Adults are needed in various roles for the High School Youth Ministry/Catechetical Program that seeks to bring teenagers closer to Christ. The youth group programs are vibrant and effective but take a lot of continued support from our parish. The program uses the 8 components of a well-rounded youth ministry program: advocacy, catechesis, community life, evangelization, justice and service, leadership development, pastoral care, and prayer and worship. Core Team will attend youth group meetings that include catechetical and youth ministry components, as well as have the opportunity to attend outside service and social events, conferences and trips. Core Team is responsible for building relationships and engaging the teens. Ministers will also help facilitate meetings and aid in the set-up and clean-up after meetings. Team will also attend monthly Core Team meetings for fellowship with other Core Team members, teamwork, spiritual development and training from the minister. Youth group meets on Sundays from 5:00 to 7:30 pm from September through May and Tuesdays year round 6:30-8:30 along with other special events and summer programs. Training is provided. Adult volunteers are required to attend the Virtus Protecting God's Children Training and complete a background check and consent form.

## **Core Support Team for High School Youth Group**

Young Adults / Adults

Current Need: Various roles, 1-2 adults each

Commitment: Weekly, 1-2 hours

Ministry Contact: Jay Jong, Youth Minister; (517) 393-3030 (ext. 221);

Email: [jongj@ihmlansing.org](mailto:jongj@ihmlansing.org)

Adults are needed in various roles for this High School Youth Ministry/Catechetical Program that seeks to bring teenagers closer to Christ. Various roles include volunteers for food, public relations and outreach, music and chaperones. The youth group programs are vibrant and effective but take a lot of continued support from our parish. Food ministers organize volunteers to plan food (snacks) for youth group meetings. Outreach ministers call or e-mail teens that have been missing from meetings to check-in and call for other special occasions, including birthdays and special events. They also keep up with teen's activity schedules and help coordinate adults needed to attend events. PR ministers disseminate information about meetings and upcoming events to teens using bulletins, announcements at Mass, bulletin boards, websites, Facebook and other creative ways of advertising. Music ministers work with Youth Core Worship Committee to plan music for adoration and possibly meetings and other youth ministry events and to coordinate youth band rehearsals and events. Chaperone Coordinators help recruit drivers and chaperones for outside events and keep chaperones informed. Youth group meets on Sundays from 5:00 to 7:30 pm from September through May and Tuesdays year round 6:30-8:30 pm along with other special events and summer programs. Training is provided. Adult volunteers are required to attend the Virtus Protecting God's Children Training and complete a background check and consent form.

## **Small Group Leader for Family Faith Formation**

Jr. High (7 – 8 grades)

Young Adults / Adults

Commitment: September-May, 1 Sunday/month, 2hrs

Current Need: 4-6 Classroom Assistants

Contact: Toni Watters, 393-3033 (ext.221)

Email: [watterst@ihmlansing.org](mailto:watterst@ihmlansing.org)

Adults are needed to share their gifts as disciples in a program that leads young teens closer to Christ through gatherings that are both catechetical and youth ministry focused. Assistants will run small group discussions with 4-6 teens and help the teacher with classroom management. Both teachers and helpers must be able to arrive 15 minutes early to help with set up preparations and prayer and stay afterwards to help clean up.

Individuals willing to share their gift of hospitality in the ordering, picking up, distribution and clean-up of food are also needed. 7th and 8th grade Religious Ed. is held from September through May. Training is provided. Adult volunteers are required to attend the Virtus Protecting God's Children Training and complete a background check and consent form.

## **Middle School Youth Group Volunteer**

Young Adults/Adults

Current Need: 4-6

Commitment: Year Round Weekly on Wednesdays for 2.5hrs

Ministry Contact: Toni Watters, (517) 393-3030 (ext. 221)

E-mail: [watterst@ihmlansing.org](mailto:watterst@ihmlansing.org)

This is a new ministry that is meant to provide a place and time for middle school youth to grow in fellowship and faith in the middle of the week. Volunteers will foster relationships with and among the youth, maintain an orderly and safe environment and help with light small group discussions at the end of each session. Volunteers must exhibit patience in high energy environments and be able to relate to the youth in positive and life-giving ways. Hopefully we will have enough volunteers for a weekly rotation. All candidates are required to attend the Virtus Protecting God's Children Training and complete a background check and consent form.

## **Confirmation Small Group Leader**

Young Adults / Adults

Current Need: 8 Adults (4 groups of 2 mentors each)

Commitment: September-April, 3 Sundays/month 2hrs

Ministry Contact: Toni Watters, (517) 393-3030 (ext. 221)

Email: [watterst@ihmlansing.org](mailto:watterst@ihmlansing.org)

This ministry provides preparation for the Sacrament of Confirmation for teens in 9th grade or who have not yet been Confirmed. At Confirmation meetings, teens work mostly in small groups with two mentors. Ideally, mentors work with a mentor partner and two high school youth leaders in a group of 4-5 teens to provide small group formation. Mentors must be able to arrive 20 minutes early to help with set up preparations and prayer before the meeting and stay afterwards to help clean up. Meetings are held on Sundays from September to April. Training is provided. Adult volunteers are required to attend the Virtus Protecting God's Children Training and complete a background check and consent form

# Affiliated Organizations

## Knights of Columbus

Young Adults / Adults / Seniors

Current Need: Unlimited

Commitment: Varies

Ministry Contact: Parish Office, 517-393-3030

Website: [kofc10542.org](http://kofc10542.org)



The Knights of Columbus is a Catholic Fraternal organization of men from 18 years and up, who devote themselves to four principles: Charity, Unity, Fraternity and Patriotism. The Knights principle of Charity is in assisting the contribution of time and donating the funds from various fundraisers and dues, to the various charities internationally, locally within the parish family. In unity and Fraternity, the Knights, worldwide, stand together in defending the Catholic Faith and our priests. We also assist our young seminarians in their formation toward priesthood. All of the Knights work is voluntary in supporting the above. The Knights are not only here in our parish, but we are also an international organization with over 1.8 million members. The Knights of IHM Parish are looking for new members to participate in this evangelical mission.

## St. Vincent de Paul

Youth/Young Adults/Family

Current need: unlimited

Commitment varies

Ministry contact: Don Quillan, President

Phone the Parish Office (517) 393-3030



Open to individuals who possess the spiritual gifts of Giving, Hospitality and Mercy or to others who wish to grow in these gifts. This ministry promotes the dignity and integrity of each individual served. Members are involved in service (on weekdays) to the needs of the poor who call for assistance. The ultimate goal of is to assist the needy to make permanent physical and spiritual systemic changes in their lives to pull themselves out of poverty. Called and gifted expressions are compassion, encouragement, empathy generosity and evangelism. All the corporal works of mercy are also needed.

# Spiritual Life Ministries

## The Hands of Mary Rosary Makers

Youth / Young Adults / Adults / Seniors / Family

Current Need: Unlimited

Commitment: Varies – can be done at home

*Ministry Contact:* Laurene Moore (517) 393-3030

Email: [TheHandsofMaryRosaryMakers@outlook.com](mailto:TheHandsofMaryRosaryMakers@outlook.com)

The Rosary Makers are committed to spreading the Gospel of Jesus Christ (discipleship) by providing rosaries as a means of meditation and prayer to the poor all over the world. Rosaries are sent free to hospitals, schools, prisons, mission parishes and to anyone who needs one. Ministers must be able to work with their hands and have a desire to help the poor in the missions (a rosary in Africa would cost a whole day's wages).

Ministers can also help sell baked goods and religious items to raise money for supplies. These fundraisers at IHM typically take place in October, December and February. Some gift sales are at other parishes and events during the year. Prayer card packet preparation is also needed. We have an annual gathering & Pot-luck luncheon in the fall. Rosary training sessions are held the 1<sup>st</sup> Saturday of each month following the 8am Mass (except holiday weekends) and 6:30pm the Monday following the 1<sup>st</sup> Saturday. Rosary making is done at home and new rosary makers are always welcome!



## Saint Monica Sodality

Young Adults / Adults / Family

Current Need: Unlimited

Commitment: Once a month

*Ministry Contact:* Terry Noonan, (517) 393-3030

The purpose of the St. Monica Sodality is to pray for the return of our loved ones to the Church. Join us every second Saturday of the month at 8:45 am in the Church (after the 8 am Mass) for prayer and faith sharing. Refreshments follow in the Parish Office.

## **Holy Spirit Oratory**

Young Adults / Adults / Family

Current Need: Unlimited

Commitment: 1 hour a week

*Ministry Contact:* Jack Chan 668-8113

Coordinator: Michael Szostak



Adoration is open 24/7 for anyone. We seek to have at least two adorers present in the chapel at all times. If you are able to commit to a particular time slot please contact Jack Chan (above). Substitutes are available when you can't be present.





***Immaculate Heart of Mary Parish***  
3815 South Cedar Street  
Lansing, MI 48910