

Ministry Guide

Administration & Fellowship Opportunities

Funeral Luncheons - Luncheons can be arranged to be served after a funeral. Volunteers have the option to make side dishes or be present to set up, serve and clean up. **Commitment:** As needed.

Parish Office (Weekdays) - Help with parish mailings or answering the phone on those occasions that office personnel have meetings or prayer days. **Commitment:** Varies.

Nursery Helpers - The parish offers a nursery for children, infants through kindergarten age, during the 9 a.m. and 10:30 a.m. liturgies on Sunday and during some other parish functions. We ask that those families using the Nursery provide help at least once a month. Seniors and teens are also welcome to help in this area. **Commitment:** Once a month, dependent upon volunteers..

Parish Mission Receptions - Serve simple refreshments after each evening of the Parish Mission. **Commitment:** arrive 30 minutes before the Mission begins and remain about 30 minutes after the mission concludes.

Sunday Coffee and Donut Service - This important and enjoyable ministry requires many workers to keep the commitment time to a minimum. You can cover one or more Mass times, making coffee and serving juice and donuts. Coordinator needed. **Commitment:** 2-3 Sundays a year, the 45 minutes right after Mass.

Saturday Coffee Set-up - Prepare the coffee service for the following Sunday. **Commitment:** 2-3 times per year for 30 minutes.

Building & Grounds Special Projects: Mulch spreading, gardening, other odd jobs as the need arises. **Commitment:** As needed.

Emergency Preparedness: Join others with background in safety to help ensure a safe and secure environment. **Commitment:** six times per year.

Green Team: Help us be good stewards of the planet. Help research and assess current products and practices to see where we can improve. **Commitment:** Dependent upon response.

Parish Nursing - This is a new endeavor for St. John Neumann that attempts to integrate health and healing with faith and the faith community. If you have a background in health care, consider volunteering with this program to share your expertise as a resource to those facing challenges with health. Volunteers are also needed to help organize and supervise events. Contact Nancy Houser (630) 377-2797 ext 108 for more information.

Healing Hands Mission - This ministry is made up of volunteers from local parishes who assist with the medical needs of Guatemalan people in poverty stricken areas. The mission is looking for members who would like to join our effort here or abroad. Please ask about the upcoming fundraisers that will help support the mission efforts. Contact: Lisa Carani at 630-341-0913

Adult Education Opportunities

Rites of Christian Initiation of Adults—RCIA Parish mentors or sponsors are active Catholics, willing to share faith with those seeking to learn more about the church, and possibly become Catholic or celebrate First Communion and Confirmation. A mentor may partner with a candidate and offer assistance as requested, or help the leadership team with specific tasks. Commitment involves attendance at about 20 Sunday morning sessions and two short Saturday retreat days, and participation in RCIA rituals, especially celebration of the sacraments at the Easter vigil.

Easter Vigil Reception -Help plan, set up, serve simple refreshments following the Easter vigil to welcome newly baptized and confirmed Catholics. Contact: Sister Judy Nickels (630-377-2797 x112) jnickels@sjnstcharles.org.

Book & Gift Sales Volunteers assist with selling books and religious articles seasonally after weekend Masses. Individuals sign up and serve each sale according to their availability.

Women with Wisdom: Living in Faith Together (www.lift) Members plan, set-up and host two events a year for parishioners and friends. Meetings are usually held on first Thursdays at 7:30 p.m.

Holy Innocents Memorial Mass Committee members plan and host annual Saturday morning Mass and luncheon for families who have experienced pre-natal or infant loss. Commitment includes 2 or 3 fall planning meetings, assistance with publicity and registration.

Small Faith Group Leaders Individuals or couples convene groups of 8 – 12 adults to discuss Faith related materials or books for six weeks in Lent 2018 and Fall 2018. Timely topics are recommended, but groups choose their own topic. Contact: Sister Judy Nickels

M.V.D.A. Ministry to Victims of Domestic Abuse Trained parishioners offer prayer and personal support, resources and referrals to persons who call the office requesting information. Confidentiality is observed. Committee members lead the parish in observance of Domestic Violence month and host annual educational conference for interested parishioners and community members. Volunteers are also needed to help provide:

- Refreshments for programs,
- Event set-up and clean-up,
- Transportation to court/attorney,
- Victim consultation, e.g. legal assistance, financial planning.

Fox Valley Court Watch: Trained individuals observe court proceedings in Kane County domestic Violence court on assigned dates. Free training provided. Contact: Jim Kintz 630-232-7620 or kintzjames@aol.com OR Terry Apple 630-377-8375 or terry.apple@comcast.net

Christian Service Opportunities

Emergency Groceries - Volunteers are asked to purchase specific grocery items for a family in crisis. Groceries are brought to the Hermes-Media center kitchen on Sunday morning for four weeks. Commitment: A few times a year.

Meals for New Moms - Volunteers make and deliver a hot meal to a new mom and her family in our parish. Commitment: Varies.

Meals for Ill Parishioner -Volunteers make and deliver a hot meal to an ill parishioner and their family to help out during a difficult time. Commitment: Varies.

Transportation to Mass - Provide a parishioner with transportation to Mass on either Saturday evening or Sunday morning. Commitment: Once a month.

PARISH SPECIAL PROJECTS

Holiday Baskets Committee Members - Meet two or three times, beginning in September, to plan for the upcoming holidays. Commit to a task such as: contact area organizations to identify families and their needs, place order for perishable and nonperishable food, or help organize volunteers. Commitment: Meetings in Fall.

Holiday Baskets Volunteers - Sort donated food and pack boxes Sunday morning, or pick up nonperishable food items Friday night and perishable food Monday morning, or pack perishable food and deliver boxes Monday morning. Coordinator: Commitment: One-two hours, twice a year.

Giving Tree - Help one night in November to put tags on the tree or one Sunday afternoon in December to sort, pack, distribute or purchase missing gifts. Agency leaders will oversee a particular agency on sorting day. Coordinator: Becky Morency (630) 513-7159. Commitment: Two hours, one to two times a year.

Blood Drive Phone Callers - Help make phone calls to donors and set up appointment times. Commitment: Four times a year.

Blood Drive Volunteers - Work at the blood drive checking people in, serving snacks, or supervising nursery. Commitment: Four times a year.

Blood Drive Donation - Donate a pint of blood up to 4 times a year.

PRO-LIFE ACTIVITIES

National Life Chain - Stand on our church corner for one hour in silent prayer. Pro-life signs furnished. Commitment: Sunday, October 6, 2013, 2:30 - 3:30 p.m.

Pray with Us - One hour on the third Friday of the month at Planned Parenthood in Aurora. Or join us here at SJN in Our Lady of Guadalupe Chapel, Fridays at 8:30 a.m. for the Sorrowful Mother Novena.

Join E-mail Tree - Be informed and act upon proposed abortion legislation.

Human Life Concerns Committee Member - Help accomplish parish education, concerns and projects. 2 - 3 meetings per year in the evenings.

Human Life Concerns Helpers - Help with project details such as flowers, delivering baby gifts, assisting with Life Chain, and leading prayers.

COMMUNITY OUTREACH

Advocacy Planning Committee - Help provide current advocacy information to ministry and parish members.
Commitment: Varies

Advocacy for the Poor - Make phone calls and write letters to support or oppose legislation that concerns peace and justice issues; i.e. the homeless, the poor, children's welfare, environment etc.
Commitment: Varies

St. Vincent de Paul - Assist those in need through prayer, home visits, monetary donations and a local thrift store. Commitment: Varies

Aurora PADS Food - Prepare or purchase specific food items and drop off at SJN by 5:00 p.m. on the second Thursday of each month. Many are needed to provide the food to feed over 100 guests at Hesus House.
Commitment: Once a month.

Aurora PADS Staff - SJN volunteers staff the shelter once a month on the second Thursday. Sign up to work one of three shifts: First Shift 6-11 p.m., Second Shift 11 p.m.-3 a.m., Third Shift 3 a.m.-7 a.m. Additional volunteers are needed for the Third Shift to come in at 5:00 a.m. to help with breakfast. **Commitment:** Five-hour shift every other month.

Pottawatomie Habitat for Humanity - is a coalition of several churches whose volunteers work together to build affordable housing in the area. **General construction** help is needed on Saturdays during construction. **Trade workers** can help in their area of expertise. **Other volunteers** provide lunch for workers or help with publicity, fund-raising, or nurturing for homeowner. **Commitment:** Varies.

Clothes Closet - On the second Monday of each month September - June help at Redeemer Fellowship Church on 12th Street & Oak in St. Charles from 6-8 p.m., folding, sorting, and distributing clothes. **Commitment:** September - June

Neumann Needlers - Meets on the first Monday of the month, September - June, at 9:00 a.m. to provide hand-made items for those in need in the community.

Tri-City School Supply and Clothing Giveaway - Sort items prior to giveaway or help work day of giveaway with distribution of school supplies at Hosanna! Lutheran Church. Donations of school supplies and backpacks are requested at churches prior to the event. **Commitment:** Once a year in early August.

Hope for Haitians – volunteers help coordinate fundraising projects and publicity for our diocesan-wide effort to build self-sustaining village in the poorest part of Haiti, in conjunction with Food for the Poor. #791
Commitment: varies

Northern Illinois Food Bank – volunteers work by packing food and taping boxes for distribution to food pantries. Schedule your volunteer hours on their website, <http://solvehungertoday.org> #760
Commitment: varies according to your schedule

Feed My Starving Children – volunteers spend 2 hours packing food on the 3rd Monday each month beginning at noon. FMSC is a non-profit Christian organization committed to feeding God's children hungry in body and spirit. They ship meals to nearly 70 countries around the world. #790 Commitment: 2 hours, once a month.

Prison Ministries – volunteers meet weekly to pray with the youth (ages 13-18) who are in the IYC St. Charles Juvenile Correctional Facility on Route 38. They meet on Tuesday evening from 6:30-8:30 with groups of 4-10 youth. Volunteers meet and pray with adult prisoners in Stateville Prison in Joliet and other state prisons. Mentoring is available to volunteers. #775-776

Commitment: weekly with youth; at least 3 times a year, on a Saturday, with adults

Tri-City Health Partnership – medical and non-medical volunteers help staff the local free medical clinic in town. TCHP provides adult and pediatric health care to families without access to insurance, Medicare, or Medicaid. The clinic is at 3rd and Walnut Streets. #795-796 Commitment: 2 hours, once a month

Lazarus House – volunteers prepare or purchase specific food items and deliver them to the homeless shelter at 3rd and Walnut Streets in St. Charles or they can help staff the shelter overnight. Our parish helps on the 1st, 4th, and 5th Wednesday of each month. Each volunteer chooses which dates are best for their schedule.

Evangelization Ministries

Evangelization Ministry Opportunities

Our goal at St. John Neumann is that everyone in our community become a missionary disciple, and we have laid out a roadmap on how to get there.

We want each and every parishioner to **Encounter Christ** in a dynamic and life-changing way; to **Grow in Christ** as a way of growth into Christian maturity; and to **Be Sent by Christ** to discern their specific gifts and the way the Lord is asking for those gifts to be put at the service making disciples at St. John Neumann. By this process, each of our parishioners will become an active and intentional disciple of Jesus Christ.

Our evangelization ministry volunteers will help build relationships and lead others to Christ.

Alpha Coordinator: Alpha is a program aimed at preaching the basic Gospel message as a sort of "Christianity 101." Alpha is supposed to serve as an opportunity for people to encounter the foundational "why" of the Gospel and begin to take the first steps toward a personal relationship with Jesus Christ. This role requires someone who is comfortable "emceeding" Alpha nights, whose personality is personable and affable enough to make people feel comfortable immediately, who is organized enough to coordinate the logistics of Alpha, and who can train small group leaders. The Coordinator will be part of the Evangelization Team. Time Commitment: 4-5 hours per week during Alpha sessions (2.5 on an actual Alpha night and then another 1.5-2.5 planning) and around 1 hour a week when they're not going on.

Alpha Team Member: Team members for Alpha include hosts (who lead conversation at tables), helpers (who stay at tables praying for the group), greeters, A/V support, food cookers/bakers, and set-up and take-down helpers. Both online and on-site training is involved for all Alpha volunteers. Time Commitment: several hours of training and about 2.5 hours on Alpha nights.

Discipleship Coordinator: Jesus, the master at evangelization, modeled for us a very specific method for forming disciples. Though His mission was universal, to reach the entire world, He chose to work closely to form an inner circle of twelve through whom He would accomplish that mission. Within that group, he worked even more closely with three. We should be inspired and compelled by this methodology. The Discipleship Coordinator will be responsible for discipling our disciplers, meaning, meeting one-on-one once a month to form, train, and support those we are commissioning to go into the parish and make disciples through small groups and one-on-one mentoring. The Coordinator will be part of the Evangelization Team. Time Commitment: 2 hours a week on an ongoing basis because the main responsibility would be 1-on-1 meetings with disciplers.

Discipleship Team Member: You will lead a small group of those growing in their faith, facilitating their growth so that they, in turn, can disciple others. We will train you to lead Bible studies, form small communities of faith, and then launch others into leadership roles as well. You will meet either in your home or at the parish to lead your small group. Time Commitment: Several hours of training and then 2 hours per week every other week.

Intercessory Coordinator: Any successful evangelizing initiative will only go as far as the intercessory prayer supporting it takes it. Intercessory prayer is the flame lifting the hot air balloon off the ground. This role needs someone who has a heart for the suffering of those who live their lives without Christ and wants to respond by offering up prayer and sacrifices for those people. The person will recruit prayers to be part of the intercessory prayer team and coordinate a monthly on-site prayer time with the team. The Coordinator will be part of the Evangelization Team. Time Commitment: approx. 1 hour per week.

Intercessory Team Member: You will keep our evangelization initiative in prayer by calling upon the Holy Spirit to form missionary disciples at St. John Neumann. You will be guided in prayer by the coordinator and staff. You will be invited to meet to pray as a team once a month in the Chapel, and may be asked to lead the prayer. Time Commitment: your normal prayer time, plus approximately 1 hour per month for a team prayer.

ReLit Coordinator: If we have encountered the personal love of Jesus and been built up in our knowledge and love of Him, how can we help but not place our gifts and talents at the service of the community? God has given each of us a specific mission, a way of living out the call of the Church to form disciples that only we can fulfill. To help you share the burning love that you have for Christ in your heart with others, we will be using the ReLit formation program. The coordinator will help recruit ReLit attendees and run each ReLit evening. The Coordinator will be part of the Evangelization Team. Time Commitment: three hours per week

Music Ministry Opportunities

Cantor - The role of the Cantor is to lead the parish community in song at Mass as a solo voice. Audition Required. Requirements are a clear, pleasant voice, a willingness to serve, time for planning and rehearsals, and a commitment to your scheduled service which varies weekly.

Accompanists - Leading the congregation in song by playing the piano, keyboard, organ, or guitar is the primary role of the accompanist at Mass. Solo proficiency on these instruments and an audition is required. Commitment: Serve as scheduled, with regular rehearsals.

Instrumentalists - Instrumentalists work with various music groups to add depth to their accompaniment. Choose the group that suits your musical style. An audition is required. Commitment: Serve as scheduled, with regular rehearsals.

PRAISE Choir - Director: John Henzl. A fun, faith-filled SATB choir singing classical, gospel, and everything in between. Rehearsals are Wednesdays from 7:30-9:30 pm, in the Church.

Contemporary Ensemble - Director: Joanne Wolff. A mix of vocalists and instrumentalists focusing on upbeat contemporary music. Rehearsals are Mondays from 7:00-9:00 pm, in the Church.

NeuMann Band - Director: Mike Bullock. A group supporting sung prayer with drums, bass, guitar, keyboard, flute, sax, and vocals. Upbeat, very contemporary, and often times original. This is an auditioned group, please see the music director or ensemble members for more information.

Echo Choir (Grades 2-7) – Director: Gina King. A fun-filled group that shares their time and talent two Sundays a month from October through April, at the 10:30 am Mass. Rehearsals are Wednesday evenings, 5:40-6:40 pm.

Sound Technician - Assist the music ministry of the parish by learning the sound system and operating the sound board as needed.

Worship Ministry Opportunities

Sunday Mass Coordinator – Assist with Sunday Mass by checking that all ministers and the necessary vessels are in place before the liturgy begins. Commitment: Arrive 30 minutes before Mass; serve on a rotating schedule.

Daily Mass Coordinator – Assist with daily Mass by preparing necessary books and vessels and coordinating ministers to assist with the liturgy. **Funeral Coordinator** – Minister to grieving families in a behind-the-scene way. Prepare books and vessels for the Mass. Commitment: Arrive one hour before funeral; serve on a rotating basis.

Extraordinary Minister of Holy Communion – Assist in distributing the Body and Blood of Christ during Mass. Commitment: Attend training and on-going formation as offered. Arrive 20 minutes prior to Mass and serve on a rotating schedule.

Lector – Proclaim the Scriptures at Mass. Commitment: Attend training and on-going formation as offered. Prayerfully prepare the readings and serve on a rotating schedule.

Ministers of Hospitality – Greeters – Great family ministry! Greet each person as they arrive; offer a warm welcome, distribute worship aides and give assistance or direction as needed.

Ushers – assist people as we gather for worship, facilitate collecting our gifts of treasure, direct people to Communion, and distribute bulletins. Commitment: Arrive 20 minutes prior to Mass and serve on a rotating schedule.

Sound Technician – Volunteers will assist music ministers with the operation of the sound system for weekend liturgies. Training will be provided.

Video Recording Technician – Use our in-house video equipment to record Sunday 9:00 am Mass, some special liturgies, and/or to operate cameras for video relay to the chapel/Hermes-Media Center. Commitment: Saturdays, 4:15 – 5:45 pm, and Sundays, 7:15 – 11:00 am

Altar Server – Youth in fourth through tenth grades assist the Priest at the altar during weekend liturgies. Commitment: Attend training and ongoing formation as offered; serve on a rotating schedule.

Sacristan – Behind-the-scenes work cleaning the vessels for Eucharist, trimming candles, etc. The work is done weekly on a rotating schedule. Commitment: Two hours a month.

Seasonal Art and Environment – Environment sets the prayer mood for our Church seasons. Use your artistic eye, floral arranging skills or ability to help move things into place in this behind-the-scene ministry. Assist with planning and arranging the environment seasonally or as needed.

Sewing – Use your love for sewing and seamstress skills to sew altar linens, banners or vestments. Help keep our linens, etc. in good condition with occasional mending. Commitment: sporadic, as the need arises.

Church plant/flower maintenance – Assist with the watering and care for flowering plants placed in the church and chapels during Christmas and Easter seasons. Commitment: about two hours at a time; serve on a rotating basis

Youth Faith Formation Opportunities - Pre-school thru Grade 8

Catechist - An adult who shares faith with our youngest parishioners. Catechists guide groups of students through lessons, art activities, songs, and prayers, using a designated catechist manual, as well as other books and teaching materials. Commitment: 26 weekly classes, orientation, grade-level meetings, certification classes, and retreats. Also diocesan safe environment requirements.

Assistant Catechist – An adult who shares faith with our youngest parishioners. They assist catechists and help students in weekly classes, guiding them in lessons, art, songs, and prayers. They lead the class if the catechist is absent or on occasion as desired. Commitment: 26 weekly classes, orientation, grade-level meetings, certification classes, and retreats. Also diocesan safe environment requirements.

Substitute Catechist – An adult who shares faith with our youngest parishioners. Substitutes lead or assist in classes when a catechist or assistant catechist is absent. These adults guide groups of students through lessons, art activities, songs, and prayers, using a designated catechist manual, as well as other books and teaching materials. Commitment: 26 weekly classes, orientation, grade-level meetings, certification classes, and retreats. Also diocesan safe environment requirements.

Nursery Attendants – Adults and junior-high or older students who work in the Nursery, caring for the toddlers of catechists who are working in the classrooms. Commitment: 26 weeks or as available on a regular basis. Also diocesan safe environment requirements.

Office Assistant, Hall Monitor – Support roles to assist Director as needed during Religious Education class times. Commitment: 26 weeks or as available on a regular basis. Also diocesan safe environment requirements.

Special Needs Buddy – Helps one-on-one with a mainstreamed special needs child, as the catechist and assistant catechist lead the class. Special Needs Buddies are in junior high or older. Commitment: 26 weeks. Also diocesan safe environment requirements.

SPRED Catechist – Adults who share faith with our youngest parishioners with special needs who benefit from a non-mainstreamed approach to formation. They guide these children through lessons, quieting activities, and prayers, using designated teaching materials. Opportunities include parish lay leader, outreach coordinator, lead catechist, activity catechist, helper catechist. Commitment: Catechist training, 12 preparation meetings, 12 classes. Also diocesan safe environment requirements.

Totus Tuus (vacation Bible school) – Week-long summer program for students entering Grade 1 through High School. Adult leaders and senior-high/junior-high helpers are needed to watch over a small group of children; snack and lunch assistance needed; and meals for seminarians and Totus Tuus teachers. Commitment: Orientation meeting and five days for the group leaders. Varied commitment for other helpers. Also diocesan safe environment requirements.

Youth Ministry - High School

Access 180° Adult Leader – Be present and participate in Access 180° events, lead small groups when needed, and build relationships with the high school students who attend. Commitment: roughly 20 Sundays during the school year from 6:30-8:30 p.m.; Meeting with YM and other adult leaders 3 times each year to evaluate the program and offer input in planning and implementation. Must be at least 18 and a high school graduate.

Prayer Team – Agree to pray for a list of high school students from September through June. Commitment: No meetings; pray at your discretion; team will receive a monthly email with prayer ideas.

Adult Chaperone – Supervise high school students at retreats or service projects. Commitment: Any and all events you choose. Must be at least 21.

Retreat Team Member – Assist with coordinating, planning or facilitating retreats for Middle School or High School students. Commitment: Meetings 2-3 months prior to retreats

Service Project Coordinator – Coordinate service projects for high school students. Commitment: Meeting with YM prior to planning with the goal of choosing service projects that will enrich what students are learning at Access 180° and vice versa. Scheduling of at least 2 events, but can be more, including contacting volunteers and coordinating project.

Service Team Member – Assist Project Coordinator in developing and coordinating service opportunities. Commitment: As determined by project needs

Summer Mission Trip Chaperone – Adult to accompany participants on week long mission trip in summer 2017. Dates will be announced in January of 2017. Commitment: 4-6 pre-trip meetings, cost of trip and one-week travel time. Must be at least 21.

Summer Mission Trip Participant – High school students spend one week in summer 2017 serving those in need. Dates will be announced in January 2017. Commitment: 4-6 pre-trip meetings, cost of trip and one-week of travel time.

Tech and Social Media Team – Assist YM in keeping the youth ministry social networks relevant (Facebook/ Twitter), webpage teen-appealing and up-to-date on the latest technology and programs. Commitment: Monthly meetings with YM on a date/time to be determined by the group (could be video-conferenced). Tasks can be shared.

Prayer Meetings – Be present and participate in prayer experiences with high school students. Commitment: First and third Mondays during the school year from 7:00-8:00 p.m.

Bible Study – Be present and participate in Bible study with high school students. Commitment: Second and fourth Mondays during the school year from 7:00 - 8:30 p.m.