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## GOVERNANCE



Committee:	PARISH COUNCIL
Ministry:	Governance
Current Chair:	Katie Rudolph
Responsible to:	Pastor
Ideal number of members:	10 at large members
How are members chosen:	Elected by the Parish, 3-year term
Meeting schedule:	Monthly - 3 <sup>rd</sup> Monday of the month
Activity Period:	Yearlong
Time sensitive tasks:	As required by parish activities
Brief Description:	Provides the “eyes” and “ears” of the parishioners to improve the effectiveness of the parish. To make available to the Pastor, knowledge and experience of the laity to assist him in reaching decisions regarding both spiritual and temporal conduct of the parish. Additionally, the ministry will take the necessary steps to implement the Parish Mission Statement and guide and support all committees of the parish. It also acts as a forum for exchange of ideas.



Committee:	CARDOME PROPERTY STEERING COMMITTEE
Ministry:	Governance
Current Chair:	Renee Griese and Ken Bohac
Responsible to:	Pastor
Ideal number of members:	35
How are members chosen:	Appointed by Pastor
Meeting schedule:	Monthly - 1 <sup>st</sup> Tuesday of the month
Activity period:	Yearlong
Time Sensitive Tasks:	Vary

Brief Description:

Deals with all things Cardome— including the Cardome Renaissance Center, as well as developing strategies to prepare the Cardome campus to eventually house Saint John School, and ultimately the entire parish.



Committee:

PARISH OFFICE VOLUNTEERS

Ministry:

Governance

Current Chair:

Pastor

Responsible to:

Teri Ward, Administrative Assistant

Ideal number of members:

5 – 6 Volunteers

How are members chosen:

Volunteers gathered from Sign-Up Week

Meeting Schedule:

N/A

Activity period:

Regular weekly hours or on an “as needed” basis

Time Sensitive Tasks:

Various office duties

Brief Description:

Helping our Parish Office run efficiently and offering a welcoming presence to Parishioners who call/come in to the Parish Office. Possible duties would be answering phones, organizing files, and helping with bulk mailings from the Parish.



## **FINANCE**



Committee:

FINANCE COMMITTEE

Ministry:

Finance

Current Chair:

Scott Carter

Responsible to:

Pastor in collaboration with Parish Council

Ideal number of members:

6 - 8 members

How are members chosen: By invitation from volunteers gathered from Sign-Up Week, Parishioners knowledgeable in finance/accounting practices

Meeting Schedule: Monthly - 4<sup>th</sup> Monday of the month

Activity Period: Yearlong

Time-Sensitive Tasks: Throughout the year review the revenues and expenses as compared to the budgeting process. Prepare and submit the Annual Parish Budget. Communicate parish income and expenses quarterly. Weekly accounting of all offertory collections.

Brief Description: Charged with the oversight of all financial matters relating to operation of parish and school. Volunteers who serve to advise and consult with pastor on all financial matters concerning SS Francis & John Parish and School. The focus of the meetings is budget-based discussions with financial controls and revenue generating ideas. A financial background is a plus to serve on this committee.



Committee: COLLECTION COUNTER  
 Ministry: Finance  
 Current Chair: Nancy Herring  
 Responsible to: Michelle Burgmaier

Ideal number of members: 15 – 20

How are members chosen: Volunteers gathered from Sign-Up Week

Meeting Schedule: Weekly, typically on Wednesday morning at 8:00 a.m.

Activity period: Year-round

Time-Sensitive Tasks: Offerings counted days after Sunday collections

Brief Description:

Counting the various collections from the Masses each week along with the business manager to make sure that the checks and cash are credited correctly to the various donors. We currently have a representative from the diocese to help with the recording and depositing of the funds. Because of the number of counters, each person usually counts only once a month and there are several counters each time, so no one is ever left with the funds alone. A schedule is published every three months, so if there are conflicts there will be plenty of time to change spots. There will be a training for new counters to make sure that the process is understood and consistently followed each week.



Committee:

BINGO WORKERS

Ministry:

Finance

Current Chair:

Pastor

Responsible to:

Pastor

Ideal number of members:

6 – 10 volunteers per night

Every Friday / Saturday

5:30 p.m. – 11:30 p.m.

How are members chosen:

Volunteers gathered from Sign-Up Week and as needed throughout the year

Meeting Schedule:

N/A

Activity Period:

Yearlong

Time-Sensitive Tasks:

N/A

Brief Description:

Bingo is the number one parish fundraiser in dollars raised over the past 10 years.

## FACILITIES



Committee:

Ministry:

Current Chair:

Responsible to:

Ideal number of members:

How are members chosen:

Meeting schedule:

Activity period:

Time Sensitive Tasks:

FACILITIES ASSESSMENT COMMITTEE

Facilities

Tony Hall

Parish Council

Approximately 5 team members

Volunteers gathered from Sign-Up Week

2 - 4 times per year

Yearlong

Inspection of parish property for necessary repairs, improvements, replacements and additions. Help establish budgets for improvements.

Brief Description:

Charged with inspecting all parish property for necessary repairs, improvements, replacements and additions; overseeing maintenance of parish buildings and grounds.

Membership of this committee shall consist of parishioners who have skills in construction and maintenance.



Committee:

Ministry:

Coordinator:

Responsible to:

Ideal number of members:

How are members chosen:

Meeting Schedule:

Activity period:

Time Sensitive Tasks:

Brief Description:

THE "HARD HATS"

Facilities

Jim Kaulig

Pastor

Unlimited

Volunteers gathered from Sign-Up Week

No scheduled meetings, meet as needed

Yearlong, periods of greater need seasonally.

Everything

Taking care of all buildings/grounds needs that are not contracted.



Committee: CARDOME CLEANING CREW  
 Ministry: Facilities  
 Current Chair: Susan Tackett  
 Responsible to: Pastor

Ideal number of members: 6 – 8  
 How are members chosen: Volunteers gathered from Sign-Up Week, and anyone who would like to show up.

Meeting Schedule: Every other Friday morning  
 9:00 – 10:30 a.m.

Activity period: Yearlong

Time Sensitive Tasks: N/A

Brief Description: Individuals meet in Building 1 of Cardome to do light cleaning. Make sure bathrooms are clean, replenish paper products, dust, vacuum hallways and mop floors. All cleaning supplies are provided to include mops, brooms, and vacuum cleaners.



## **WORSHIP / LITURGY**



Committee: EUCHARISTIC MINISTERS  
 Ministry: Worship/Liturgy  
 Current Chair: Kelly Stout  
 Responsible to: Deacon Dallas Kelley

Ideal number of members: Unlimited  
 How are members chosen: Volunteers gathered from Sign-Up Week

Meeting Schedule: N/A

Activity Period: Yearlong, All Masses

Time Sensitive Tasks: N/A

Brief Description: Extraordinary Ministers of the Eucharistic assist the priest in distributing Holy Communion. Roman Catholics in good standing are eligible to serve. A training session will be offered



to orient ministers to their duties. Ministers are assigned via a monthly master calendar coordinated by Kelly Stout.



Committee:  
Ministry:  
Current Chair:  
Responsible to:

HOMEBOUND EUCHARISTIC MINISTRY  
Worship/Liturgy  
Dick Schweitzer  
Pastor

Ideal number of members:

Eight couples or individuals is ideal. May need to complete safe environment training and may participate for as long as a person is willing to accept this role.

How are members chosen:

Volunteers gathered from Sign-Up Week

Meeting Schedule:

N/A

Activity Period:

Once a month, per schedule

Time Sensitive Tasks:

N/A

Brief Description:

To bring consecrated Holy Eucharist to parishioners in a care facility or their home. This is done on a rotating basis, so volunteers are responsible about once a month.



Committee:  
Ministry:  
Current Chair:  
Responsible to:

GREETERS/HOSPITALITY  
Worship/Liturgy  
Michael Bell  
Deacon Dallas Kelley and  
Worship Committee

Ideal number of members:

50

How are members chosen:

Volunteers gathered from Sign-Up Week

Meeting Schedule:

Annually

Activity period:

Yearlong

Time Sensitive Tasks:

Weekly, two individuals for each Mass to perform the functions below.

Brief Description:

To be the welcoming face of our parish to members and visitors. Assist



Committee:

Ministry:

Current Chair:

Responsible to:

Ideal number of members:

How are members chosen:

Meeting Schedule:

Activity period:

Time Sensitive Tasks:

Brief Description:

attendees in finding seating; collecting and securing the weekly offerings; selecting those responsible for bringing the bread and wine forward at the Offertory and performing other duties on an as-needed basis.



MUSIC

Worship/Liturgy

Hannah Staub

Pastor

20-30

Volunteers gathered from Sign-Up Week, contact Hannah Staub directly Rehearsal every Sunday (excluding the 4<sup>th</sup> Sunday) at St. Francis 3:30 – 4:30 p.m.

Rehearsal at mass every 3<sup>rd</sup> Sunday at St. John, alternating 8:30 and 10:30 a.m.

Yearlong, sensitive to the holidays

Variable, Advent and Lent

Work with Music Director, Pastor, and other ensemble members to plan and prepare the music for masses and other liturgical services. Focus on bring truth, beauty and goodness to the liturgy through music. Support he congregation and create an environment of congregational participation.



LITURGICAL MINISTERS

Worship/Liturgy

Emily Laco

Deacon Dallas Kelley and  
Worship Committee



Committee:

Ministry:

Current Chair:

Responsible to:

Ideal number of members:	Approximately 60
How are members chosen:	Volunteers gathered from Sign-Up Week
Meeting Schedule:	Annually (training/refresher course)
Activity Period:	Yearlong
Time Sensitive Tasks:	Every mass needs lectors
Brief Description:	Read the Epistle and the special prayers.



Committee:	SACRISTANS
Ministry:	Worship/Liturgy
Current Chair:	Tom Fister
Responsible to:	Pastor and Worship Committee

Ideal number of members:	One per Mass
How are members chosen:	Volunteers gathered from Sign-Up Week
Meeting Schedule:	N/A
Activity period:	Yearlong
Time Sensitive Tasks:	N/A
Brief Description:	Sacristans are to arrive one-half hour before mass to ensure all necessary articles are in place prior to Mass. Sacristan preparation helps to ensure Mass flows smoothly. Responsibilities include preparing for special occasions (i.e., baptisms, etc.), controlling heating/air controls, and lighting. Preparation of the gifts (bread and wine) and the credence table. Sacristans ensure all items are returned to their proper place after each Mass, to include locking the doors after the final Mass of the day. All liturgical Ministries have scheduled training sessions for all members.



Committee: ALTAR SERVERS  
Ministry: Worship/Liturgy  
Current Chair: Tom Fister  
Responsible to: Deacon Dallas Kelley and  
Worship Committee

Ideal number of members: 3 per mass, varies  
How are members chosen: Volunteers gathered from Sign-Up Week  
Meeting Schedule: N/A  
Activity period: Yearlong  
Time Sensitive Tasks: N/A  
Brief Description: Assisting priest during mass.



Committee: ARTS & ENVIRONMENT (Worship Space)  
Ministry: Worship/Liturgy  
Current Chair: Lydia LeBlanc and Anne Willett  
Responsible to: Deacon Dallas Kelley and  
Worship Committee

Ideal number of members: 12 permanent members  
How are members chosen: Volunteers gathered from Sign-Up Week  
Meeting Schedule: As needed, when liturgical season changes, holidays, etc. Lead(s) attend  
Worship and are represented on the  
Worship Committee.  
Activity period: Yearlong- most active during Lent and  
Advent.  
Time Sensitive Tasks: Decorating for Lent/Easter and  
Advent/Christmas.  
Brief Description: Work with Pastor and other liturgical  
staff to enhance the environment for  
liturgical services. Work with sacristans  
assisting with preparation of funerals as  
needed. Work with volunteers to make  
sure water fonts are clean and church is  
ready for weekend services as needed.



Committee: WORSHIP COMMITTEE  
Ministry: Worship/Liturgy  
Current Chair: Deacon Dallas Kelley  
Responsible to: Parish Council

Ideal number of members: 11

How are members chosen: Consists of the Chairperson from the other liturgical committees and Ministries.

Meeting Schedule: Bi-Monthly - 1<sup>st</sup> Monday of the month.

Activity period: Yearlong

Time Sensitive Tasks: Advent, Christmas, Easter

Brief Description: The scheduling and needs of all liturgical Ministries. Think of ways to make each parishioner or visitor to SS. Francis and John Church have a richer and fuller worship experience.



## OUTREACH MINISTRIES



Committee: STEPHEN MINISTRY  
Ministry: Outreach Ministries  
Current Chair: Marion Cook  
Responsible to: Pastor

Ideal number of members: As many as are called

How are members chosen: Volunteers gathered from Sign-Up Week

Meeting Schedule: In the beginning, classes are scheduled as often as volunteers can meet, with 50-60 hours necessary before caregiving begins. Then meetings are twice a month.

Activity period: Yearlong

Time Sensitive Tasks: When someone calls

Brief Description: One-to-one Christian care to people going through tough times.

## FORMATION



Committee:	FORMATION COMMITTEE
Ministry:	Formation
Current Chair:	Sam Newcomb
Responsible to:	Pastor
Ideal number of members:	6
How are members chosen:	By Chair from the Pastor
Meeting Schedule:	As needed
Activity Period:	Varies, mostly spring and fall
Brief description:	The Formation committee arranges meetings, talks, presentations, videos, etc., for the parish with the approval of the Pastor. Most recently these offerings have been held on Wednesday evenings with the duration of six weeks. Other committees report to the Parish Council through the Formation committee, including CCD, RCIA, Vocation & Adoration, Baptismal Preparation, Catholic Way Bible Study and Cursillo.



Committee:	VOCATION & ADORATION COMMITTEE
Ministry:	Formation
Current Chair:	Barbara Strippelhoff
Responsible to:	Pastor
Ideal number of members:	8 – 10
Meeting Schedule:	Monthly - 2 <sup>nd</sup> Tuesday of the month
Activity Period:	Yearlong
Brief description:	The committee is devoted to prayer and support for our seminarians and for vocations, with Eucharistic Adoration being a primary prayer focus.



Committee:  
Ministry:  
Current Chair:  
Responsible to:

CCD  
Formation  
Barbara Mardell  
Pastor

Ideal number of members:  
How are members chosen:  
Meeting Schedule:

1 - 2 coordinators, 2 catechists per class  
Volunteers gathered from Sign-Up Week  
Every Wednesday evening, September through May

Activity period:  
Time Sensitive Tasks:  
Brief Description:

September through May  
N/A  
Religious education for children, grades K–5. Invite, nurture, empower and equip our students to become life-long disciples of Jesus Christ as active members of the Catholic Church.



Committee:  
Ministry:  
Current Chair:

CURSILLO  
Formation  
Mary Elliott, Donzetta Hughes, Dan Elliott, and Pat Galvin

Responsible to:  
Ideal number of members:  
How are members chosen:  
Meeting Schedule:

Pastor  
N/A  
Individuals are encouraged to register to attend the 3-day Cursillo Retreat.  
Periodic meetings of small groups (weekly, twice a month, monthly), a quarterly meeting

Activity period:  
Time Sensitive Tasks:

Year round  
An annual women's retreat (currently held in July) and an annual men's retreat (currently held in the fall)

Brief Description:

To provide small groups that serve to encourage deepened conversion to Christ and personal accountability to that continuing conversion.



**Committee:** CATHOLIC WAY BIBLE STUDY  
**Ministry:** Formation  
**Current Chair:** Anne Dadds  
**Responsible to:** Pastor and Parish Council  
**Ideal number of leaders:** 2 group leaders for each small group in the morning and evening classes.  
**How are leaders chosen:** Experience gained through Bible Study classes.  
**Meeting Schedule:** Morning classes meet on Monday, 9:30 a.m. - 11:30 a.m.  
Evening classes meet on Tuesday, 7:00 p.m. – 9:00 p.m.  
**Activity period:** September through April  
**Time Sensitive tasks:** Participants typically sign up prior to or at the first class.  
**Brief description:** 2018-2019 study will be the Gospel of Matthew. Each class consists of a small group discussion followed by a DVD to expand on the discussion.



**Committee:** RCIA TEAM  
**Ministry:** Formation  
**Current Chair:** Dan Elliott  
**Responsible to:** Pastor  
**Ideal number of members:** 8 - 10  
**How are members chosen:** Volunteers gathered from Sign-Up Week  
**Meeting Schedule:** Every Tuesday from September 1<sup>st</sup> till Advent; every Sunday from Advent till Easter  
**Activity period:** September 1<sup>st</sup> until Pentecost.  
**Time Sensitive Tasks:** Rite of Election (First Sunday of Lent), Easter Vigil.  
**Brief Description:** To prepare unbaptized individuals and Christians from other faith traditions for Sacraments of Initiation. To form community with Inquirers to provide catechesis for entry into the Catholic Church.





Committee:	BAPTISM PREP
Ministry:	Formation
Current Chair:	Jennifer Allen
Responsible to:	Pastor
Ideal number of members:	5 - 6
How are members chosen:	Volunteers gathered from Sign-Up Week
Meeting Schedule:	Bi-Monthly
Activity period:	Year round
Time Sensitive Tasks:	N/A
Brief Description:	To prepare parents and godparents on the expectations and consequences of Christian Baptism. Provide instruction on the duties, responsibilities and joys of the sacrament of Baptism; to schedule Baptisms.



## **PARISH LIFE**



Committee:	WELCOMING COMMITTEE
Ministry:	Parish Life
Committee Chair:	Herb Noll
Responsible to:	Parish Life Coordinator and Parish Council
Ideal number of members:	20 - 30
How are members chosen:	Volunteers gathered from Sign-Up Week
Meeting schedule:	2 – 3 times per year
Activity period:	Yearlong
Time sensitive tasks:	Welcoming new parishioners
Brief Description:	To welcome new parishioners warmly, while showing our spirit of community and love of Christ. Our goal is that each new parishioner is greeted personally by a committee member and provided information about our parish. The committee will coordinate welcoming socials on an as needed basis.



Committee:  
Ministry:  
Current Chairs:  
Responsible to:

Ideal number of members:  
How are members chosen:  
Meeting Schedule:

Activity Period:  
Time Sensitive Tasks:

Brief Description:

Committee members put together welcoming packets to be distributed as needed.



#### MARTHA'S MINISTRY

Parish Life  
Nancy Sebring  
Pastor

12 - 15

Volunteers gathered from Sign-Up Week  
Activated when a parishioner's family asks for a funeral meal to be prepared after the services.

Yearlong as needed

Usually 3-4 days to organize and be ready for set up after initial notification.

To prepare and serve a meal to the friends and family members of a deceased parishioner. Compassion and warmth need to be exhibited during the ministry.



Committee:  
Ministry:  
Current Chair:  
Responsible to:

Ideal number of members:  
Activity period:  
Meeting Schedule:

Brief Description:

#### DOUBLE NICKEL FUN BUNCH (+55)

Parish Life  
Patrick Manion  
Pastor

Unlimited

Yearlong

Monthly - 2<sup>nd</sup> Monday of the month,  
6:00 p.m. - 8:00 p.m.

Parishioners 55 and older gather for a pot luck dinner 1x month for fellowship and fun. Meeting at Cardome or the Undercroft in the evening of the 2<sup>nd</sup> Monday, we hear about happenings in the parish or nearby events. At

Christmas time we put together gift bags usable items as a service project to help those in need within our community.



Committee:

Ministry:

Current Chair:

Responsible to:

Ideal number of members:

How are members chosen:

Meeting Schedule:

Activity period:

Time Sensitive tasks:

Brief Description:

STEWARDSHIP COMMITTEE

Parish Life

Michele Owens

Parish Council

12-15

Volunteers gathered from Sign-Up Week

Monthly - 4<sup>th</sup> Thursday of the month,  
7:00 p.m. – 8:00 p.m.

Yearlong, with periods of increased activity before/after “Sign-up Week”.

“Sign Up Week”, late Autumn

The committee defines the ministries underway, and needed, within the parish, aids the committees in recruiting each year through dissemination of the Stewardship message, and the “Sign Up Week” each fall where the parishioners volunteer their *time, talent and treasure*, and then the committee turns the volunteers over to the committees. To sow the message of “Grateful Giving Because You Have Received” to the parishioners and facilitate the ability of the parishioners “to give of their time, talent and treasure because they need to give”.



Committee:

Ministry:

Current Chair:

Responsible to:

Ideal number of members:

How are members chosen:

KNIGHTS OF COLUMBUS

Parish Life

Jeff Crump

Pastor

Unlimited

Rolling Enrollment

Meeting schedule: Monthly - 3<sup>rd</sup> Wednesday of the month  
 Activity period: Yearlong  
 Time Sensitive Tasks: N/A  
 Brief Description: A Fraternal organization started in 1881, which promotes Christian brotherhood through spiritual and social activities. The Knights of Columbus also serve the parish, as well as the greater community, through volunteer services projects. There are only two requirements to join: you must be a Catholic, and a gentleman. Fraternal organization that helps the male members of the parish remain steadfast in their faith through mutual encouragement and service.



Committee:

Ministry:

Current Chair:

Responsible To:

Ideal number of members:

How are members chosen:

Meeting Schedule:

Activity Period:

Brief Description:

PARISH COMMUNICATIONS

Parish Life

Gina Stewart

Pastor

4 - 5 Volunteers

Volunteers gathered from Sign-Up Week

N/A

Yearlong

The Parish Newsletter is utilized to show how parishioners are sharing their time and talent to serve God through serving others and to encourage St. Francis & John's active/inactive parishioners to give of their time and talent by sharing God's Good News, both internally and externally. The newsletter will provide parishioners with information of upcoming events.

## YOUTH MINISTRY



Committee: TOTUS TUUS (Summer Camp)  
Ministry: Youth Ministry  
Current Chair: Katherine Coleman  
Responsible to: Pastor, St. John's Youth Director and  
Vocations Director for the Diocese

Ideal number of members: 3 - 5  
How are members chosen: Volunteers gathered from Sign-Up Week  
Meeting schedule: Held a few months prior to camp in July,  
on an as needed basis  
Activity Period: Camp for one week in July  
Time Sensitive Tasks: N/A  
Brief Description: Totus Tuus is a summer Catholic youth  
program dedicated to sharing the  
Gospel and promoting the Catholic faith  
through evangelization, catechesis,  
Christian witness, and Eucharistic  
worship. Adult volunteers are needed to  
assist in organization, and logistics  
during the planning and execution of the  
week-long work camp. Young adults are  
welcome.



Committee: YOUTH COORDINATING COMMITTEE  
Ministry: Youth Ministry  
Current Chair: Katherine Coleman  
Responsible to: Pastor

Ideal number of members: 8 -10 parents  
How are members chosen: Volunteers gathered from Sign-Up Week  
Meeting schedule: N/A  
Activity Period: Yearlong  
Time Sensitive Tasks: Varies according to event  
Brief Description: Parents needed to assist and/or  
chaperone during school events, assist  
in the completion of necessary forms,  
locate/scout new events for student  
field trips, etc.



Committee:	YOUTH GROUP (member)
Ministry:	Youth Ministry
Current Chair:	Katherine Coleman
Responsible to:	Pastor
Ideal number of members:	Unlimited
How are members chosen:	All interested youth are welcome to attend and participate.
Meeting schedule:	High School Youth – Sunday Evenings Middle School Youth – Monday Evenings
Activity Period:	Yearlong
Time Sensitive Tasks:	N/A
Brief Description:	Catholic youth program dedicated to sharing the Gospel and promoting the Catholic faith through evangelization, catechesis, Christian witness, and Eucharistic worship.



## **SCHOOL**

Committee:	SCHOOL BOARD
Ministry:	School
Current Chair:	Carissa Yount, President
Responsible to:	Dan Mardell, Principal
Ideal number of members:	9 Board Members, 3-year term
How are members chosen:	Candidates are nominated/voted on
Meeting Schedule:	Monthly - 2 <sup>nd</sup> Monday of the month
Activity period:	Yearlong
Time Sensitive Tasks:	N/A
Brief Description:	The main responsibility of a Catholic school board is to help provide policy direction to the school. In the Diocese of Lexington, parish school boards are consultative in nature. A consultative board participates in the policy-making process by formulating and recommending, but never enacting

policy. This type of board is in keeping with the shared decision-making in the Catholic Church. Consultation implies that the administrator(s) (pastor/principal) will listen to the advice of the board in certain designated matters prior to a decision being made. The St. John School Board conducts monthly business meetings. All meetings are open to any member of the school/parish community.



Committee:

SCHOOL OFFICE ASSISTANTS

Ministry:

School

Current Chair:

Jennifer Noffsinger

Responsible to:

Dan Mardell, Principal

Ideal number of members:

Varies

How are members chosen:

Volunteers gathered from Sign-Up Week, must complete a background check

Meeting schedule:

N/A (training provided)

Activity Period:

Yearlong

Time Sensitive Tasks:

Various tasks may be time sensitive based on situation.

Brief Description:

Help in the school office on an as needed basis.



Committee:

SCRIP PROGRAM

Ministry:

School

Current Chair:

Jinny Squires and Kim Jansen

Responsible to:

Pastor

Ideal number of members:

N/A

How are members chosen:

Volunteers gathered from Sign-Up Week

Meeting Schedule:

Meet as needed with principal and secretary.

Activity period:

Yearlong

Time Sensitive Tasks:  
Brief Description:

N/A  
Fundraising program that works while you shop. By purchasing gift cards from retailers in the program, we earn money for our parish without you spending anything extra. Volunteers for this fundraising program coordinate the purchase of the gift cards.



Committee:  
Ministry:  
Current Chair:  
Responsible to:

ENROLLMENT COMMITTEE  
School  
Jennifer Noffsinger  
Dan Mardell, Principal

Ideal number of members:  
How are members chosen:  
Meeting Schedule:

10  
Volunteers gathered from Sign-Up Week  
Monthly - 2<sup>nd</sup> Friday of the month,  
10:30 a.m.

Activity period:  
Time Sensitive Tasks:  
Brief Description:

Yearlong  
Various tasks are time sensitive  
This committee brainstorms ways to help keep enrollment up. We discuss forms of advertising and how best to market our school.



Committee:  
Ministry:  
Current Chair:  
Responsible to:

ATHLETICS / COACHES  
School  
Neal Thompson  
Dan Mardell, Principal

Ideal number of members:  
How are members chosen:

12; mixture of head/assistant coaches  
Selected by Athletic Director, with approval from Pastor and Dan Mardell, Principal

Meeting Schedule:  
Activity period:  
Time Sensitive Tasks:

N/A  
Seasonal depending on sport  
N/A



Brief Description:

Helping young athletes reach their potential while doing it in a Christ based setting.



Committee:

CAFETERIA MONITORS

Ministry:

School

Current Chairs:

Jennifer Noffsinger and Lydia Sandifer

Responsible to:

Cafeteria Manager

Ideal number of members:

5 - 10

How are members chosen:

Volunteers gathered from Sign-Up Week

Meeting schedule:

N/A

Activity Period:

August – May (during school year),  
10:00 a.m. – 1:00 p.m.

Time Sensitive Tasks:

N/A

Brief description:

This important Ministry needs volunteers on a year-round basis during the school year. The Cafeteria Volunteers Committee monitors the cafeteria, helps the younger students open packages in their lunch, wipe down tables between lunch periods, sweep the floor, and help with plate lunches for older students. Additional email to use: [stjohn\\_cafe@cdlex.org](mailto:stjohn_cafe@cdlex.org)



Committee:

RECYCLING

Ministry:

School

Current Chair:

Jennifer Noffsinger

Responsible to:

Dan Mardell, Principal and Bill Hulette

Ideal number of members:

Unlimited

How are members chosen:

Volunteers gathered from Sign-Up Week

Meeting Schedule:

N/A

Activity period:

Yearlong

Time Sensitive Tasks:

Continuous deadlines throughout the year

**Brief Description:**

The purpose of the recycling program is to promote responsibility for taking care of the environment God has given us. Our program is part of the National Pepsico Challenge. Everybody who participates is making a difference for our planet and post 9/11 disabled U.S. veterans through the Pepsico Dream Machine Recycle Rally. We also collect plastic lids, which we have redeemed to purchase benches and tables you see in the parking lot.



**Committee:**

SAINTS IN ACTION (Parents)

**Ministry:**

School

**Current Chair:**

Kim Jansen

**Responsible To:**

Pastor and Dan Mardell, Principal

**Ideal Number of members:**

10

**How are members chosen:**

Volunteers gathered from Sign-Up Week

**Meeting Schedule:**

Bi-Monthly (notified via email)

**Activity Period:**

Yearlong

**Time sensitive tasks:**

Various tasks are time sensitive

**Brief description:**

The Saints in Action Committee coordinates volunteers for fundraising and fun events at the school.

## Parishioner Information and Stewardship Sign-up Form

	Active	Interested		Active	Interested
<b><u>Governance</u></b>			<b><u>Formation</u></b>		
Parish Council	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Formation Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cardome Steering Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vocation & Adoration Committee	<input type="checkbox"/>	<input type="checkbox"/>
Parish Office Volunteers	<input type="checkbox"/>	<input type="checkbox"/>	CCD	<input type="checkbox"/>	<input type="checkbox"/>
			Cursillo	<input type="checkbox"/>	<input type="checkbox"/>
			Catholic Way Bible Study	<input type="checkbox"/>	<input type="checkbox"/>
			RCIA Team	<input type="checkbox"/>	<input type="checkbox"/>
			Baptism Prep	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Finance</u></b>			<b><u>Parish Life</u></b>		
Finance Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Welcoming Committee	<input type="checkbox"/>	<input type="checkbox"/>
Collection Counter	<input type="checkbox"/>	<input type="checkbox"/>	Martha's Ministry (Bereavement)	<input type="checkbox"/>	<input type="checkbox"/>
Bingo Workers	<input type="checkbox"/>	<input type="checkbox"/>	Double Nickel Fun Bunch (55+)	<input type="checkbox"/>	<input type="checkbox"/>
			Stewardship Committee	<input type="checkbox"/>	<input type="checkbox"/>
			Knights of Columbus	<input type="checkbox"/>	<input type="checkbox"/>
			Parish Communications	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Facilities</u></b>			<b><u>Youth</u></b>		
Facilities Assessment Committee	<input type="checkbox"/>	<input type="checkbox"/>	Totus Tuus (Summer Camp)	<input type="checkbox"/>	<input type="checkbox"/>
The "Hard Hats"	<input type="checkbox"/>	<input type="checkbox"/>	Youth Coordinating Committee	<input type="checkbox"/>	<input type="checkbox"/>
Cardome Cleaning Crew	<input type="checkbox"/>	<input type="checkbox"/>	Youth Group	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Worship/Liturgy</u></b>			<b><u>School</u></b>		
Eucharistic Ministers	<input type="checkbox"/>	<input type="checkbox"/>	School Board	<input type="checkbox"/>	<input type="checkbox"/>
Homebound Eucharist Ministry	<input type="checkbox"/>	<input type="checkbox"/>	School Office Assistants	<input type="checkbox"/>	<input type="checkbox"/>
Greeters / Hospitality	<input type="checkbox"/>	<input type="checkbox"/>	SCRIP Program	<input type="checkbox"/>	<input type="checkbox"/>
Music	<input type="checkbox"/>	<input type="checkbox"/>	Enrollment Committee	<input type="checkbox"/>	<input type="checkbox"/>
Liturgical Ministers	<input type="checkbox"/>	<input type="checkbox"/>	Athletics/Coaches	<input type="checkbox"/>	<input type="checkbox"/>
Sacristans	<input type="checkbox"/>	<input type="checkbox"/>	Cafeteria Volunteers	<input type="checkbox"/>	<input type="checkbox"/>
Altar Servers	<input type="checkbox"/>	<input type="checkbox"/>	Recycling	<input type="checkbox"/>	<input type="checkbox"/>
Arts & Environment (Worship Space)	<input type="checkbox"/>	<input type="checkbox"/>	Saints in Action (Parent)	<input type="checkbox"/>	<input type="checkbox"/>
Worship Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b><u>Outreach Ministries</u></b>					
Stephen Ministry	<input type="checkbox"/>	<input type="checkbox"/>			

Other Ministry you are interested in: \_\_\_\_\_

\*\*Committees in Gray are filled by appointment or election  
election only





## "We Give Back because we have Received"

God has given us abundant Graces.....

Please share your talents with other parishioners

Name : \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip : \_\_\_\_\_

e-Mail: \_\_\_\_\_

Phone (Cell) \_\_\_\_\_ Phone (home) \_\_\_\_\_

Occupation or Interests \_\_\_\_\_

Your age if under 18 \_\_\_\_\_  
.....

