

# Stewardship 2010

We annually renew our commitment to live as disciples of Jesus. You are welcome to become involved in parish ministries at any time throughout the year. To become part of a ministry after you have returned your form, please contact the Church office.

St. Anne Catholic Church  
9091 Prairie Ridge Boulevard  
Pleasant Prairie, WI 53158-2016  
262-942-8300  
[www.saint-anne.org](http://www.saint-anne.org)

October 2009

Dear Parishioner,

We begin a new church year on November 29<sup>th</sup> – the first Sunday of Advent - and we begin a new calendar year on January 1<sup>st</sup>. What are your plans to follow Christ in this New Year? If you want to grow in your faith I encourage you to be deliberate and intentional in answering that question. If not, God will most likely get what is left over and so will your faith. Make a commitment!

Everything we have is a pure gift from God. Giving something back to God out of gratitude is what the Church calls stewardship. Stewardship is a way of life for disciples. It involves receiving God's gifts gratefully, cultivating them responsibly, sharing them lovingly with others, and returning them with increase to God. We all have unique stories and so we cannot make equal gifts but each of us is invited to make equal sacrifices.

I hope we have made a difference in your life. There would be no St. Anne without the dedication, commitment, and generosity of our parishioners. Your willingness to share something of what God has given you with St. Anne is important to us. It is also important to your continued growth in faith.

The following pages will provide an overview of our parish ministries and parish life. Please pray and consider with all who live in your home your stewardship to St. Anne for 2010. **Remember you are not automatically renewed in the ministries you are currently involved in.** If you wish to continue your involvement, you will need to return your 2010 Stewardship Commitment. Our ministry coordinators will contact you in January and make new schedules during February. Thus your ministry commitments will be from March 1, 2010 to February 28, 2011.

Please return the form during the gathering of gifts at worship or through the mail in the envelope provided.

Thank you for choosing St. Anne as your parish.

Peace and Blessings,

*Fr Don*

Fr. Don Thimm,  
Pastor

### **Our Story**

St. Anne was established on May 20, 1997, by Archbishop Rembert Weakland, O.S. B. The name St. Anne was selected in honor of a St. Anne parish in Milwaukee that had closed after 100 years. The Archbishop thought it important to have a parish named after the mother of Mary in the diocese. Planning meetings began on September 16, 1997, at Pleasant Prairie Elementary School and continued till the end of the year. A home that was on the site of the current International House of Pancakes near Menard's on Hwy 50 was donated to the church and moved to property purchased by the parish at Hwy H and Bain Station Road in early 1998. This became our Parish Center from July 1998 to March 2007. Our first mass was on the feast day of Sts. Joachim and Anne on July 26, 1998, in the cafeteria of Pleasant Prairie School. We celebrated mass in our church for the first time on September 11, 2004. The church was dedicated on October 3, 2004 by Archbishop Timothy Dolan. Our offices moved to the church campus in March 2007 when the Parish Center was sold.

As we celebrated our 11<sup>th</sup> anniversary on July 25-26, 2009, our parish portrait was:

- 868 households, 2722 individuals, 1409 women and 1307 men
- Our average and median age is 31
- The average age for the "heads of households" is 49
- Our most frequent age is 9
- 1,005 individuals are under the age of 18
- 33 sets of twins and 2 sets of triplets
- 2 parishioners over 100
- 54% of our parishioners have been members for 4 years or less

### **Our Mission Statement**

We, the members of St. Anne Catholic Church in Pleasant Prairie, Wisconsin are a community devoted to:

- Enthusiastic prayer and worship
- Heart-felt hospitality
- Actively involving parishioners in the life of the parish

Empowered by the Spirit, we dedicate ourselves to:

- Servant leadership
- Christian discipleship and lifelong growth in faith
- Reaching out in charity, compassion, and justice for those in need

### **Sunday Worship**

- Saturday 5:15 p.m. & Sunday 8:15 & 10:15 a.m.

### **Daily Worship**

- Tuesday - 6:00 p.m. at St. Catherine Medical Center Chapel
- Wednesday - 10:15 a.m. at Prairie Ridge Sr. Campus
- First and third Thursday of the month - 10:15 a.m. at Prairie Villa Senior Apartments
- Second and fourth Thursday of the month - 10:15 a.m. at Grande Prairie Rehab Center
- Friday - 10:15 a.m. at Wynwood Assisted Living Facility

### **Holy Day Worship**

7:00 p.m.

### **Baptism**

If you plan to have a child baptized in the coming months, please call the Parish Office to make arrangements to attend the next available Baptism Reflection. Baptism Reflection gatherings are held usually monthly in the home of a parishioner or when there will be at least three couples in attendance. The best time to plan is before your baby is born. We recommend that you begin to plan at least two months before the baptism date. Baptisms are celebrated at the weekend liturgies. There are no baptisms during Lent.

### **Becoming Catholic**

The Rite of Christian Initiation of Adults (RCIA) is a formation process for individuals who are interested in becoming Catholic. This could be people over the age of seven who have never been baptized or it could be people who were baptized in another church and may now want to become Catholic. A period of "inquiry" or questioning is the first step in the formation process. The inquiry phase provides an opportunity to ask questions about what it means to be a member of the Catholic Church. It is a time for people to consider how the Catholic faith can renew and strengthen their spiritual lives. After this time of inquiry those who have never been baptized become catechumens and enter a process of formation of a year or more. They are usually welcomed into the Church at the Easter Vigil.

Those who are already baptized in another church become candidates and enter a process of formation appropriate for them. They are welcomed into the church at various times throughout the year by making a profession of faith, being confirmed, and sharing at the Lord's Table.

### **Bulletins**

Bulletins are always available outside both doors of the Church. They are also available on our parish web page; [www.saint-anne.org](http://www.saint-anne.org). Submissions to the bulletin should be sent to Joan Cunningham at [jcunningham@saint-anne.org](mailto:jcunningham@saint-anne.org) by 5:00 p.m. the Monday prior to publication.

### **Care for the Sick**

When you or someone you love becomes ill, is scheduled for surgery, returns from the hospital, is struggling with mental illness or some addiction, it is easy to feel frightened, alone and overwhelmed. Consider requesting the **Sacrament of the Anointing of the Sick** or entering his or her name in our **Parish Book of Prayer**. If you are unable to join us for prayer due to illness, someone from the parish can bring you communion. Call the Parish Office to make arrangements. If you or someone from your family will be entering a **hospital**, please call and let us know. When you are admitted to the hospital, you will need to authorize the hospital to let us know that you are there.

### **Catholic Schools**

St. Anne is committed to the life-long faith formation of all parish families and children. While we do not have our own parish school, we are a member of the **St. Joseph Inter-Parish Junior High School** and have chosen to partner with **St. Mark School** for K-6. All parishes in our district are assessed for support of **St. Joseph High School**.

St. Mark as well as many of the other Catholic schools in the community welcomes our families at parishioner tuition rates for K-6 education. We realize that parents will choose the school they believe is best for their child. Those families who choose to send their child(ren) to the **St. Joseph Inter-Parish Junior High** will pay member tuition. St. Anne will provide up to \$500 of the tuition per child. To receive this assistance:

- You need to be a registered member of St. Anne Parish; normally for six to twelve months, and regularly participate at Sunday worship.
- You need to return your annual stewardship form and become active in the life of the parish by involvement in parish ministries and/or financial giving.

Please call the Parish Office for more information and/or a request form.

## **Contributions**

You can make your financial contribution for our operating and mortgage expenses by cash in an envelope with your name on it or by check. Church envelopes are available at church. Another option is to make your contributions by **electronic automatic withdrawal** from your bank account. A contribution can be deducted from your account on the 5<sup>th</sup> and/or the 20<sup>th</sup> of the month. You can authorize this way of contributing on the stewardship form.

## **Faith Formation (Religious Education/CCD)**

St. Anne Parish is committed to life-long faith formation. Our parish offers formation opportunities for every parishioner through Whole Community Catechesis, a monthly inter-generational program, Adult Faith Formation programs, Youth Ministry, and two formation programs for children. Parishioners are also invited to "go deeper" with their formation through a variety of additional programs and presentations in the parish and the Southern Kenosha/Pleasant Prairie Cluster of Parishes. All sacramental preparation is communal in nature and, as such, we offer preparation opportunities for Baptism, Eucharist, Reconciliation, and Youth Confirmation in family and peer group programs. For additional information and registration forms visit the Information Kiosk in the Gathering Area of church or visit our parish website; [www.saint-anne.org](http://www.saint-anne.org).

## **Meetings**

Meetings are an important part of every organization. Some basic principles guide meetings at St. Anne:

- Leadership positions are for one year and are renewable; usually two to three years
- Groups that meet regularly will usually consist of five to ten members
- Meetings will be 90 to 120 minutes at the maximum
- Every meeting will include time for prayer and reflection on the Sunday scripture readings from the previous Sunday
- Each ministry/group will evaluate their efforts at least annually
- Each ministry is expected to develop one-, two-, and three- year goals
- An agenda is expected for every meeting so the purpose of the meeting is clear to those attending
- Decisions will be through consensus. Consensus is not about winning or losing or about right or wrong. It is about adults of faith gathering to find the wisest course of action for the good of the whole community. It does not mean that we have to be in 100% agreement with every aspect of the decision. It means we can understand the position, affirm the validity or merit of the viewpoint, or acknowledge the general wisdom of the direction to be taken. Consensus can mean that while we personally disagree, we can live with the recommendation for the good of the whole community. It means affirming the best group decision possible. It means we understand and support the decision.

## **Membership**

Orientation/registration sessions are scheduled on the second Saturday of the month at 9:30 a.m. and last about 90 minutes. Additional sessions are also scheduled on weekday evenings throughout the year. Contact the Parish Office, our web page, or the bulletin for more information.

### **Pick 'n Save "We Care"**

St. Anne is a participant in Pick 'n Save's "We Care" non-profit organization donation program. In order to benefit, customers must sign up for the Pick 'n Save "Saver's Club Card" and present it at the checkout when they shop. When you sign up for a Saver's Club card please indicate St. Anne's account number (**752960**) on the application. Each time you present your card a donation will automatically be added to St. Anne's account total.

### **Reconciliation**

Contact Father Don to schedule a convenient time. Our Reconciliation Chapel is located just west of the baptismal font in church.

### **SCRIP**

SCRIP can be purchased before or after the weekend masses, at the Church offices during the week, and on-line through our web-page. SCRIP for many popular merchants is kept on hand. A wide variety can be ordered and available within a week. This is our primary fundraiser. It is an excellent way to practice stewardship with no cost to you. For every dollar you spend on SCRIP on your every day purchases, participating merchants donate a percentage to St. Anne. *In 2008/09 SCRIP raised \$47,692* for our parish.

**IT'S EASY – JUST DO IT!**

### **Tithing**

St. Anne has committed 10% of our parish contributions less our mortgage payment to be set aside to serve the needs of the poor and powerless locally, nationally, and internationally.

### **Weddings**

Please contact Fr. Don six months in advance of your marriage to allow sufficient time for preparation.

### **Wills and Bequests**

Have you considered including St. Anne as a beneficiary of your will? This will give you the opportunity to have a substantial impact on our ministries as well as provide final and lasting support of St. Anne. If you would like more information on how to include St. Anne in your estate planning or if you have already included St. Anne in your estate plan but have not previously informed us, please contact Fr. Don.

**Being a Parishioner at St. Anne**

We ask you to pray and consider the following:

### **Prayer**

Pray **with us** on weekends and holydays.

Pray **for us** and for those names written in our parish Book of Prayer and those who have written them.

**Invite** someone to come and pray with us.

### **Ministry**

Become involved in **one or more parish ministry**. There is no parish without parishioner involvement. Share your gifts. Meet other parishioners.

### **Money**

Purchase **SCRIP**. What you purchase with SCRIP contributes about 5% back to the Parish and costs you nothing.

Contribute money to help pay our **operating and mortgage** expenses.

The **2010 Stewardship Form** provides the way for you to become involved in parish life. If you would like to become involved in a ministry after you have returned your form, please call the Parish Office to update your commitments. Likewise, if your life changes and you need to withdraw from a ministry or change your financial support, please contact the Parish Office.

A special column is provided for **Children and Youth** to become involved in appropriate parish ministries. Some ministries for children **require the presence of a parent** as well.

## **Worship Ministries**

Ministry meetings are normally on Tuesday nights.

### **Acolyte**

Prepares for the celebration of our weekend liturgies. This includes the Book of Prayer, mass sheets, bulletins, general intercessions, bread, wine, communion cloths, cups, bowls, lighting candles, assisting with baptisms, offertory baskets, preparing the table, clearing the table, doing dishes, and putting everything away. Arrives 40 minutes prior to the beginning of Mass. Initial training and ongoing formation is required. **Youth** are welcome to assist.

### **Adult Choir**

Supports the community in prayer by leading liturgical song with other singers. The choir is open to all who are interested, from high school through adulthood. An

informal audition with the director to assess vocal ability and range is expected to determine voice part and seating arrangement. A diversity of sacred music from a variety of eras and cultures is sung. Choir members are expected to attend weekly rehearsals and be present at scheduled masses. Choir does not sing in the summer months.

### **Art & Environment/Sewing**

Enhances our worship space for the various liturgical seasons, i.e. Advent, Christmas, Lent, Easter, and Ordinary Time. Meets three times a year for planning and evaluation in addition to working in the worship space for the various seasons of the church year.

### **Bread Maker**

Bakes bread for our weekend Eucharist using a recipe provided by the parish. Frequency depends on the number of parishioners participating.

### **Cantor**

Leads the congregation in song with solo voice or in a small ensemble of voices. This individual may or may not be a choir member. Because this singer will be at a microphone and is expected to be able to carry the congregation effectively in singing, a cantor will need to meet with the music Director for an evaluation of skills before being scheduled. Skills to be evaluated include: intonation (ability to sing in tune), music literacy (ability to read music/learn new parts quickly), tone quality (overall sound, volume, ability to blend with other voices), and reliability. Occasionally, a cantor may sing at weddings or funerals.

### **Children's Choir**

Is comprised of children in third through eighth grade. It rehearses weekly and sings occasionally for Mass. This choir will sing a variety of music, and all are welcome provided they can regularly attend rehearsals. Children's choir does not sing in the summer months. Adult volunteers are needed and anyone involved in this ministry will have to have a criminal background check and participate in a Safe Environment "Protecting God's Children" awareness session before participating in the ministry.

### **Communion Minister**

Distributes communion (bread or wine) for weekend liturgies. Confirmed youth and adults are welcome to participate. Initial and ongoing training is provided. Five to seventeen communion ministers are needed for each mass – over thirty per weekend. Frequency depends on the number of parishioners involved.

### **Cross Bearer**

Leads the procession at the beginning and end of our weekend liturgies. Needs to be able to lift the cross in and out of its stand and carry it in procession. Initial and ongoing training is provided. One cross bearer is needed for each mass. Frequency depends on the number of parishioners involved.

## **Funeral Ministers**

Provides for the ministries needed for a funeral during the day and/or evening, e.g. ushers/greeters, cantors, musicians, acolyte, bread makers, readers, communion ministers, and sacristans. The family may provide some of these ministers themselves.

## **Greeter/Usher**

Welcomes and assists all who come to St. Anne for weekend liturgy. Parishioners of all ages are welcome – **children, youth, and adults. Children need to participate with a parent or youth from their family.** Arrives 30 minutes prior to the beginning of Mass. Initial and ongoing training is provided. Eight greeters/ushers are assigned for each mass – twenty-four per weekend. Frequency depends on the number of parishioners involved.

## **Hand Bell Choirs**

Are new this year and are in the start-up phase. Proposed are 3 groups: 3rd through 8<sup>th</sup> grade, High School and Adult Large Choir, and a smaller group of six that requires the ability to read music. Training will be provided. These group members need a strong sense of commitment: attendance at rehearsals and performances is required. Rehearsals will be once a week and performance at Mass on a regular basis. The Christmas and Easter Seasons will be particularly busy.

## **Hospitality after Mass**

Provides finger foods and refreshments after our weekend liturgies. Food is brought by each team member and prepared 30-45 minutes before mass. Coffee and other beverages are also made. After mass, refreshments are served, tables cleaned, and supplies are placed into storage. Teams consists of eight or more members that set-up and serve.

In addition, there are **bakers** for each team. They provide food but are not expected to help prior to mass or after mass. Each team serves once per month. Youth are welcome.

## **Musical Instrument**

Provides instrumental musical leadership during worship and/or rehearsals. Accompanists are accomplished pianists who lead sung worship from the keyboard. Other instrumentalists are welcome to enhance our weekly prayer. Please specify instrument(s) on stewardship form. It is expected that instrumentalists will meet with the music Director prior to playing for the first time to discuss/demonstrate experience and proficiency.

## **Reader**

Prepares and proclaims assigned readings and reads the general intercessions during weekend liturgies. High school age and adult parishioners are welcome. Initial and

ongoing training is provided. Two readers are assigned for each mass; six per weekend. Frequency depends on the number of parishioners involved.

## **Lifelong Faith Formation Ministries**

### **Adult Faith Formation**

Provides and promotes a variety of opportunities for adults to grow in their faith, e.g. small group faith sharing, bible study, adult confirmation, spirituality, Theology on Tap, Young Adult Ministry (KAYAC), and events with our cluster; St. Mary, St. Mark, and St. Therese. All adults, with or without children, are invited and encouraged to participate in Whole Community Catechesis to grow in their faith. The Adult Formation Ministry meets three times a year for planning and evaluation.

### **Adult Initiation / RCIA (Rites of Initiation for Christian Adults)**

RCIA is a process designed for adults and youth over the age of seven to inquire, explore, and seek membership in the Catholic faith. There are two different paths. One is for those who have not been baptized and the other is for those who have been baptized in a different denomination but wish to become Catholic or were baptized Catholic but have not celebrated the sacrament of Confirmation. Parishioners assist by leading reflections on the Sunday Gospel, becoming a parish sponsor, and/or participating in the ongoing discussions about our faith.

### **Baptism Reflection**

Assists families preparing for the baptism of their children by reflecting on the hopes parents have for their children, the desire to share their faith, and the ritual and symbols of the Sacrament of Baptism. Sessions are offered monthly in the homes of those trained for this ministry. Couples involved meet twice each year for formation and evaluation and generally offer a baptism reflection three to four times each year.

### **Catechesis of the Good Shepherd**

Catechesis of the Good Shepherd was begun in Rome over fifty years ago by Sofia Cavalletti and her Montessori collaborator, Gianna Gobbi, as a method of passing on critical Christian teachings within the Montessori model of child-centered formation. Catechesis of the Good Shepherd can be found in twenty-nine countries around the world.

Catechesis of the Good Shepherd offers an opportunity for adults and children to share their faith life together. Participants meet in a specially prepared room called the Atrium, the ancient name of the place near the church where early Christians prepared to enter more fully into the community of faith. Our Atrium is located on the west side of the Gathering near our center of worship.

Catechesis of the Good Shepherd can be a transforming experience for the whole community. Simple, beautiful materials are used in the Atrium to meditate on the scriptures, liturgy, and the sacraments. Order, repetition, beauty, and grace-filled movement are some of the principles that allow each person to integrate God's Word and Catholic liturgy into everyday life. Catechesis of the Good Shepherd is a hands-on, multiple-intelligence, method of catechesis that makes faith formation accessible to everyone; even the youngest of children. Because of the process and repetition that are part of Catechesis of the Good Shepherd, this is an excellent opportunity to enrich faith formation for children with special needs.

Catechesis of the Good Shepherd meets three times each month from October to Pentecost. We offer one morning and one early evening session for children aged three to six. Opportunities to assist in this ministry include:

- **Catechists** and **assistants** work in the Atrium (learning environment) with children. Truly a transforming experience, catechists dedicate themselves to attending a specialized training program. "Protecting God's Children" Safe Environment Education and criminal background check required.
- Guitar and vocal **musicians** help to lead songs with the children.
- **Craftspeople** and **artists** from our parish make many materials for the Atrium. We need help with sewing, woodworking, model making, cutting and calligraphy.

### **Catholic Schools Ministry**

The Catholic Schools Ministry promotes K-12 Catholic schools in our parish. The ministry assists in informing parishioners about the value of Catholic education and assists in the planning and implementation of regular school-focused events. The ministry meets quarterly to plan activities and promotions.

### **Child Formation Ministry**

In addition to Whole Community Catechesis, Saint Anne offers a regular program of child formation designed to expand and deepen the lessons of Whole Community Catechesis for children in Kindergarten through Grade 5. Child Formation meets twice a month on Wednesday afternoons and evenings for basic lessons, prayer, and formation experiences.

The child formation program employs a well-developed faith formation series that includes a children's text, a parents' guide, and extensive web-based support. Opportunities to assist in this ministry include:

- **Child Formation Ministry:** This ministry group meets three times each year to plan, review, and evaluate all aspects of child formation. It sets yearly goals and helps develop long-range schedules.

- **Catechetical Ministry:** Catechists lead small class groups by presenting prepared lessons and by sharing their faith experience. Catechists are offered training prior to and during each program year. All materials and lessons are provided. All members of the catechetical ministry participate in ongoing formation and work toward Archdiocesan certification. "Protecting God's Children" Safe Environment Education and a criminal background check are required of catechists.

### **Children's Sacramental Preparation**

Assists parents preparing their children for the sacraments of Reconciliation and Eucharist. Families work at home on a series of activities, lessons, and reflections while the parish provides additional formation, lessons, and shared activities. Children preparing for Reconciliation and Eucharist and their families come together for a series of Saturday afternoon programs and liturgical presentations. Musicians (vocal and guitar) are needed to help lead songs and others are needed to present materials and activities.

### **Marriage Ministry**

Prepares engaged couples to celebrate the Sacrament of Marriage and offers support and enrichment to couples in their life-long vocation of Marriage. Welcomes engaged couples into one's home, explains and administers the FOCCUS (Facilitating Open Couple Communication, Understanding & Study) process, and then meets again to discuss matters critical to a successful marriage. Plans and implements formation and enrichment opportunities for couples who are already married. Meets twice a year for planning and evaluation and assists several couples with marriage preparation.

### **Prayer and Spirituality Ministry**

Members of this ministry help plan and lead a variety of prayer opportunities for the parish and assist in parish-wide formation related to prayer and spiritual growth. The ministry leads the community in praying the Rosary and the Stations of the Cross during the year and assists the Adult Formation Ministry in planning prayer and spirituality opportunities during parish retreats.

### **Senior Lunch Ministry**

The parish hosts a lunch and presentation for parish elders the first Tuesday of each month. Members of this ministry help coordinate speakers and programs and assist in the preparation of the lunch meal.

### **Whole Community Catechesis**

Whole Community Catechesis is **our parish's primary faith formation opportunity**. Every parishioner is invited and encouraged to participate. It is an intergenerational program of faith sharing, lessons, and activities. Individuals and families involved in Whole Community Catechesis meet monthly, choosing from one of two sessions offered each month.

The program is based upon the four core elements of the Catechism of the Catholic Church i.e. creed, sacraments, morality, and prayer. Our lessons are focused on one essential teaching of the Church each month. Lessons alternate between age-specific and intergenerational groups. Opportunities to assist in this ministry include:

- **CORE Team:** Meets quarterly to plan, review, and evaluate the Whole Community Catechesis program. It sets yearly goals and helps develop long-range schedules.
- **Catechetical Ministry:** Each month catechists will assist with our break-out sessions, explaining and demonstrating a specific aspect of formation from the monthly focus. **Catechists** have a desire to learn more about the Catholic faith and to share that knowledge with others. Training, support, and materials are provided. All members of the Catechetical ministry participate in ongoing formation and work toward Archdiocesan certification. "Protecting God's Children" Safe Environment Education and a criminal background check are required of catechists.
- **Hospitality:** Each session of Whole Community Catechesis will begin with a shared, simple meal. Assist in planning, preparing, and hosting one meal each month. Individuals may also serve on a one-month schedule.

### **Youth Confirmation Ministry**

Members of this ministry help prepare youth in their junior year of high school to celebrate the Sacrament of Confirmation in a year in prayer, reflection, study, and service. The ministry meets one Sunday evening each month for presentations, faith sharing, and outreach activities. A day-long retreat experience is provided in the fall. Training and support are provided. "Protecting God's Children" Safe Environment Education and a criminal background check are required.

### **Youth Ministry**

Adults and youth plan, develop, and implement programs and activities for Middle School and High School youth with an emphasis on prayer, youth leadership, service projects, and social events. Youth Ministry programs include formation sessions, service work, evenings of fun, girls' volleyball, and more. "Protecting God's Children" Safe Environment Education and criminal background check required.

Saint Anne's also sponsors Boy Scout Troop 595 which, in addition to offering the skills, leadership, and enjoyment of scouting, provides one additional opportunity for faith formation.

## **Charity and Justice Ministries**

Ministry meetings are normally on Thursday nights.

### **Bereavement**

Contacts parishioners who have experienced the death of a family member. Support is provided by telephone, cards, and/or appropriate materials. Plans the annual All Souls Celebration in November and the Mass of Remembrance during the Easter Season. Meets quarterly.

### **Career Coaching**

Provides support, resources, contacts, and assistance to individuals going through career changes. Our meeting attendees include those who are seeking employment, small business owners who are growing their businesses, and individuals who want to give back to the community. At the monthly meetings, we listen to the attendees' needs and concerns, and then our subject-matter experts provide advice and encouragement. Topics include job search techniques, identifying and marketing one's gifts and talents, targeted résumé and cover letter writing, and the packaging and presenting of oneself for an interview. We help fit the right person to the right job. Those ministry members involved in planning the monthly coaching sessions meet quarterly.

### **Christmas Ministry**

Plans, coordinates, and evaluates a variety of opportunities to share Christmas with those in need, e.g.; purchasing gifts or gift cards, wrapping, and delivering Christmas gifts; assisting with celebrations and/or programs at local facilities and agencies, e.g. Wynwood Assisted Living Facility, Grande Prairie Rehab Center, Prairie Ridge Senior Campus, Prairie Villa Senior Campus, Hospice House, Urban Outreach Center. Meets twice a year for planning and evaluation. Youth and children are welcome when accompanied by parent.

### **Communion to the Sick**

Brings communion to those at Saint Catherine Medical Center, Aurora Hospital, Grande Prairie Rehab Center, Hospice House, or to a parishioner at home who is unable to join the parish community for prayer. Initial training and ongoing formation is provided. Availability during daytime hours is helpful but not required. Meets twice a year.

### **CUSH (Congregations United to Serve Humanity)**

CUSH is a coalition of faith communities joined together to promote social justice and address community concerns. Promotes justice, equal access to resources, relief from poverty, and promotes the general health and well being of the Kenosha/Pleasant Prairie communities through dialogue, education, and action. Meets quarterly in addition to involvement in issues and public meetings.

### **Fair Trade Ministry**

Fair Trade is an alternative approach to international trade that is built on a network of right relationships that respect human dignity, promote economic justice and cultivate global solidarity. St Anne supports this initiative by providing multiple parish and community education venues, hosting monthly sales for items such as Coffee, Chocolate, and Olive Oil as well as sponsoring an annual Work of Human Hands craft sale in November.

### **Funeral Hospitality**

Organizes, oversees, and serves a catered meal or hospitality at church following the funeral liturgy or burial. Desserts are frequently requested and needed. Meets twice a year for planning and evaluation.

### **Health Ministry**

Promotes the physical, spiritual, and emotional health and well-being of parish members and their families. Sponsors blood pressure screening, blood drives, AED training, and promotes Advance Directives. Meets quarterly.

### **INNS**

The Shalom Center's **I**nterfaith **N**etwork **N**ightly **S**helter Program provides a warm, secure place to sleep for the homeless in our county. It provides a temporary emergency shelter and offers support during transition to permanent employment and/or housing. Shelters are located in local churches from **October through April**. Requires an average of four hours per month on a Saturday evening to Sunday morning to provide the guests with a place to sleep, an evening snack, breakfast, and a sack lunch to take with them. Adults involved in this ministry will need to have a criminal background check and participate in a Safe Environment "Protecting God's Children" awareness session before participating in the ministry. Meets twice a year for planning and evaluation.

### **La Sagrada Familia**

Develops a relationship with our sister parish characterized by solidarity and mutuality. La Sagrada Familia is a large parish in the Dominican Republic in one of the poorest areas of the country (to the south and west of Santo Domingo, near the border with Haiti, in the province of Azua). It has a population of about 50,000 who live between one major town (Sabana Yegua) and 28 smaller rural communities. We have established a relationship with four of these smaller communities. Meets quarterly.

### **Meals Ministry**

Provides meals for parishioners and those served by our parish ministries confronted by unexpected illness, injury, prolonged hospitalization, or other life-changing events. Meets twice a year.

### **Meals on Wheels**

Delivers a meal to a homebound person who is unable to prepare meals. Time commitment can be one hour per week, one hour per month, or on a fill-in as

needed basis. The delivery day or days will be determined by the team. Frozen meals are delivered once a month. Summer delivery is also possible. Meets twice a year.

### **Prayer Shawl**

Uses the gift of needlework skills to create prayer shawls throughout the year. Basic crochet and knitting skills are turned into beautiful shawls that are given to members of our parish from newborn to the elderly. Prayer shawls provide comfort and a parish embrace to those in need of healing, comfort, and prayer.

### **Saint Vincent de Paul**

The St. Vincent de Paul Ministry provides assistance to the needy and suffering of our community. We offer person-to person service to the poor. When a request for assistance is received, two members of the Ministry make a personal home visit to determine the need. Funds for this ministry come from the proceeds of sales from the St. Vincent de Paul Thrift Store. Donations to the thrift store of household goods and clothing are encouraged. Members can serve as in home visitors or as volunteers at the Saint Vincent de Paul Thrift Store. Vincentians also volunteer at the Frank Neighborhood Project Saturday morning basketball program. Youth, aged 12 and older can work at the store accompanied by a parent. Adults involved in this ministry will need to have a criminal background check and participate in a Safe Environment "Protecting God's Children" awareness session before participating in the ministry.

Another important component of our ministry is **Voice of the Poor**. Poverty can only be solved by focusing on BOTH the poor and the structures that keep them poor. Through Voice of the Poor we give voice to those we serve and advocate for change in the social structures that lead to impoverishment. Vincentians embrace all works of charity and justice and collaborate with others in relieving need and suffering. Called to journey together toward holiness, Vincentians draw closer to Jesus Christ by serving Him in the poor and in one another.

## **Administration Ministries**

Ministry meetings are normally on Tuesday nights.

### **Cleaning Ministry**

Prepares the worship space for our weekend liturgies, e.g.; includes light feather dusting, maintaining candles, and tidying up the gathering area. One person is needed during the day between Thursday and Saturday each week for approximately 1½ hours. Families and Confirmation Candidates are welcomed to assist.

### **Finance**

Oversees the financial operations of the parish including accounting, internal control procedures, increasing financial giving, loans, mortgages, and planned giving. Develops a parish budget in cooperation with parish commissions and ministries and presents it to the Parish Council for their approval. Meets quarterly.

### **General Office Help**

Supports the parish staff with basic administrative support which could include answering phones and greeting those coming to the Church, making copies, stuffing envelopes, folding music sheets, preparing faith formation packets, data entry, word processing, etc. Availability is ideal during the day, but other arrangements are possible.

### **Inside Plants**

Waters and cares for plants inside the church and gathering area.

### **Internet**

Uses the internet to promote awareness and social networking opportunities for St. Anne.

### **Laundry**

Takes the linens used for Mass, the towels and wash cloths used for hospitality after mass, and the cleaning rags used at the church to one's home and returns them cleaned. Frequency depends on the number of people involved.

### **Lawn Care**

Mows and edges the lawn. St. Anne provides the equipment.

### **Maintenance & Projects**

Provides assistance with routine maintenance projects and/or repairs, e.g.; moving chairs and tables to allow for regular cleaning of the floors, painting, window cleaning, mulching, edging of flower beds, spring clean-up, snow removal of sidewalks and entrances. Individuals with special related skills are also needed.

### **Outside Plants**

Cares for outside plants and shrubs and performs ongoing weeding and tree grooming.

### **SCRIP**

Provides parishioners the opportunity to purchase SCRIP before and after weekend masses. SCRIP is recognized as a merchant's gift card and is used as cash to pay for purchases at a wide variety of stores, e.g.; food, department stores, gas, restaurants. Approximately 5% of each sale is returned to the parish. Meets two to three times a year for planning and evaluation.

### **Supper Club**

Provides adults (married and single) the opportunity to meet other parishioners and share a meal. It could be a progressive supper, a potluck, or a restaurant experience. Those planning the ministry meet two times per year.

### **5K Walk/Run**

Plans, coordinates, and evaluates a parish 5K Walk/Run for May. Become involved in the planning of the event or assist on the day of the event. **This does not register one to participate in the event.**

## **Money – What should one give to the church?**

We need your financial support in order to exist. What should you give? How important is God, your faith, and St. Anne in your life?

Purchase **SCRIP** for your groceries, gas, prescriptions, home purchases, restaurants, and many more everyday items. It costs you nothing extra but provides a contribution to St. Anne – approximately 5%.

Consider **tithing**. Tithing is a biblical concept that refers to giving a tithe or 10% back to God. This requires making a commitment to give to God first out of gratitude – not just from our surplus or what is leftover and with some sacrifice. It is a way for disciples to grow in their faith. Make tithing a part of your life by giving:

- **5% to St. Anne**
- **4% for the poor** and
- **1% to the Archbishop/Archdiocese of Milwaukee.**

<b>Income</b>	<b>Weekly 5%</b>	<b>Monthly 5%</b>	<b>Annually 5%</b>
\$10,000	\$10	\$42	\$500
\$20,000	\$19	\$83	\$1,000
\$30,000	\$29	\$125	\$1,500
\$40,000	\$38	\$167	\$2,000
\$50,000	\$48	\$208	\$2,500
\$60,000	\$58	\$250	\$3,000
\$70,000	\$67	\$292	\$3,500
\$80,000	\$77	\$333	\$4,000
\$90,000	\$87	\$375	\$4,500
\$100,000	\$96	\$417	\$5,000

Consider giving \$10 per week - \$5 for operating expenses and \$5 for mortgage expenses.

Consider giving \$20 per week - \$10 for operating expenses and \$10 for mortgage expenses.

Consider giving one to two hours of your salary each week to St. Anne.

Find your current giving habits and move closer to giving that aligns better with what is important to you.

### **Financial Support of St. Anne**

Our primary task as a church is to proclaim the Good News and to invite and support others to grow in holiness. All baptized are called to grow in holiness by developing a relationship with Jesus Christ that is expressed in how we live. We believe that stewardship provides a way of life or spirituality for us to grow in discipleship as a parish and as individuals.

#### **Background**

Stewardship teaches us that everything we have and are – our time, our talent, and our financial resources – is a gift from God. We hold these treasures in a sacred trust from God. We are called to give freely and expect nothing in return, to live in witness to God's love with such enthusiasm that we freely and gratefully share our gifts with others. As disciples, we are called to:

- Receive God's gifts gratefully
- Cultivate them responsibly
- Share them lovingly with others and
- Return them with increase to God

Stewardship is part of our Catholic tradition and who we are as Church. It may be something new for many of us to learn and embrace. We commit ourselves to learning and teaching stewardship in our journey as we build a church at St. Anne.

The first call of stewardship is to make time for prayer. The second invitation is to witness our gratitude by the way we use our time, talents, and financial resources. Each year we invite every parishioner to pray and consider his/her stewardship commitment to St. Anne.

The bible speaks of a "tithe" or 10% of one's gifts. We have chosen to commit 10% of our stewardship contributions and offertory collections to be shared with those in need in our community, diocese, nation, and world. It enables us to reach out in charity, compassion, and justice for those in need.

Our invitation to parishioners to make stewardship a part of their life suggests 5% given to our parish, 4% to the poor, and 1% to the Archbishop/Archdiocese. A way

to concretize this type of giving is to look at two hours per week, which is 5% of a 40-hour work week. This would be eight to ten hours per month.

### **Financial Support of St. Anne**

We will invite each parishioner to financially support St. Anne in the context of stewardship in three ways:

1. Regular contributions for the ongoing operations of the parish – **operating expenses**
2. Regular contributions to help pay our monthly mortgage – **mortgage expenses**
3. Participation in our **SCRIP** program which helps to pay your bills and ours

We will also invite individuals from outside the parish to support St. Anne through memorials at the time of death, gifts in honor of others at special moments in life, and/or SCRIP.

### **Financial Support for Causes Outside of St. Anne**

Throughout the year we will invite parishioners to consider financial support of a variety of other worthwhile causes. This provides an opportunity to live stewardship outside of St. Anne. The causes we have made available thus far include:

- La Sagrada Familia;(our sister parish)
- Catholic Stewardship Appeal
- Combined Collections for national and international needs
- St. Joseph High School
- Missionary Co-Op Appeal
- Good Friday Collection for the Holy Land
- Christmas Ministry

### **Historical Perspective**

A traditional church activity from our past is fundraising. That is, various well-intended, parish-sponsored events that appealed primarily to parishioners for financial participation (e.g.; festivals, raffles, bake sales, car washes, etc.). Generally, funds generated from these events remained "earmarked" for the sponsoring group.

### **Discussion and Recommendation**

The Parish Council considered the following in discussing and recommending this policy:

- Parishioners of St. Anne are asked annually to pray and consider the extent that they can financially support their church. Our budgeting includes a projection of what parishioners will give and normal operating expenses and mortgage payments. Periodically asking for more may infer that the amount pledged is insufficient.

- The coordination of any special fundraising event requires the time and talent of any number of parishioners. Asking them to commit time for the coordination of fundraising means that time is taken away from other ministries established to further the mission of St. Anne Parish and the Gospel.
- The SCRIP Program, by design, is not a contribution to the church; rather, it supports local and national businesses that, in turn, return approximately 5% of the purchases to our parish. These proceeds help to pay our mortgage.
- As the various ministries require funds to fulfill their purpose, these funds will be acquired through normal channels, e.g.; budgeting, special request to the pastor and/or parish staff.
- There are occasional social functions that involve monetary contribution to participate. These funds are intended to cover costs and not to make a profit for the parish.

Gifts other than money presented to the parish will be gratefully accepted, e.g.; stocks, bonds, and/or automobiles. Such gifts will be liquidated in a means consistent with this policy.

The Parish Council approved this policy on April 10, 2003 to become effective on July 1, 2003. It has been revised over the years – most recently in January 2007.

### **Safeguarding All of God's Family**

The Archdiocese of Milwaukee has taken steps to provide a safe environment for our children and youth and educate us all about signs of abuse. They require that all adults (paid and volunteer) working with children and youth in the diocese will need to have a criminal background check, read and accept the Code of Ethical Standards for Church Leaders found at [www.archmil.org](http://www.archmil.org), and participate in a Safe Environment "Protecting God's Children" awareness session **BEFORE** participating in any parish ministries. Trainings are held locally as well as throughout the archdiocese. More information can be found at [www.archmil.org](http://www.archmil.org) on the Events page.

Whenever children and young people come to our parish or are involved in parish activities, we accept the sacred trust from their parents/guardians to protect them from harm or danger. We want them to know they are safe and protected and the church is a place that can be trusted. In addition to the diocesan requirements, St. Anne has made the following commitments:

#### **Two Adult Rule**

All planned group activities of children and young people require supervision of at least two persons 18 years of age or older. If a class has only one adult, the activity must be visible through an open door. In other cases, the activity must be cancelled if two adults cannot be present.

## **Windows and Open Doors**

Any one-on-one private interactions with minors will be conducted in a place that can be observed by another adult in the vicinity. Meeting rooms and offices will be designed to have doors with windows to provide easy observation by those outside the room. If a window is not available, the door will remain open.

## **Overnight Activities**

Overnight activities will provide for one adult for each 10-15 students. Male and female adult supervision will be provided for all overnight activities that are coeducational.

## **Reporting Procedures Involving Children and Young People**

### **Who should report?**

St. Anne Parish is morally obligated to take action in cases of suspected abuse or neglect of children. Any person in a paid or volunteer position with the Church who has reason to suspect that a child has been or will be abused or neglected is expected to report that suspicion.

### **How to report?**

Call the Kenosha County Department of Children and Family Services Child Protection Unit at 605-6582. If unable to contact DCFS, contact the Kenosha Police Department at 656-1234 or the Pleasant Prairie Police Department at 694-7353.

### **What to report?**

All reports of child abuse are kept confidential. As well as you can, explain what happened or is happening to the child. What is the nature of the abuse or neglect? Be as specific as possible. Tell everything you know about the situation. Be prepared to give the name, address and phone number of the child and also the name of the parent or caretaker if different.

### **What is child abuse?**

Child abuse is a non-accidental injury or pattern of injuries inflicted by anyone on a child less than 18 years of age, including physical abuse, physical neglect, sexual abuse, and emotional maltreatment.

### **What is physical abuse?**

Physical abuse is any physical injury inflicted on a child by other than accidental means including but not limited to lacerations, fractured bones, burns, internal injuries, severe or frequent bruising, or great bodily harm.

### **What is sexual abuse?**

Sexual abuse includes sexual touching either directly or through clothing with any body part or object, exposing genitals to a child, oral stimulation of sexual organs, sexual intercourse, exposing children to pornography or sexual activity, taking sexually explicit pictures, and enticement for sexual activities.

### **What is child neglect?**

Child neglect refers to the failure of the parent or caregiver to meet the child's basic physical needs: food, clothing, hygiene, medical care and/or supervision so as to seriously endanger the physical health of a child.

### **What is severe emotional abuse?**

Severe emotional abuse is harm to a child's psychological or intellectual functioning that is exhibited by severe anxiety, depression, or aggression and is caused by the child's parent, guardian, or caretaker. Emotional damage may be demonstrated by observable changes in behavior, emotional response, or learning which are incompatible with the child's age or stage of development.

## **Why We Do the Things We Do At Prayer**

### **Feed the Hungry**

As you enter our Gathering Area you will you will find a large bin to collect non-perishable food and other items for the Shalom Center. We gather to feed our spiritual hungers. There are many in our community who are hungry and need food for themselves and/or their children. The following items are appreciated:

Cereal	Canned meats, tuna	Peanut butter/jelly
Canned soups	Macaroni & Cheese	Crackers
Pasta, noodles	Pork & Beans	Powdered milk
Beef stew	Manwich	Rice
Chili	One-dish meals	Pancake Mix/syrup
Juices	Canned vegetables/fruit	Coffee
Baby formula	Disposable diapers	Personal care items

### **Third Sunday of the Month**

We make a special invitation to feed the hungry on the third Sunday of the month by bringing food and placing it on the altar steps. This food is also given to the Shalom Center.

### **Name Badges**

As you enter our Gathering Area you will find boxes on tables with folders for each household containing a name badge for each member of the household. You are encouraged to wear them for worship and hospitality. Being called by one's name helps create a more welcoming experience when we gather for prayer. Lanyards are available near the table if you wish to use them. If you need to request a new nametag or badge, there is a tray on the table to receive your requests. Colored name badges help identify various ministries in the parish:

- Gold name badges for Parish Council
- Green name badges for Greeters and Ushers
- Apricot name badges for New Parishioners
- Blue name badges for Ministry Coordinators

### **Book of Prayer**

As you enter the Gathering Area past the tables with name badges, you will find our **Parish Book of Prayer**. Please feel free to write your request for prayers. The book is placed near the tabernacle in Church during the week. We pray at every mass "for those names written in our book of prayer and for those who have written them." You are invited to include the Parish Book of Prayer in your prayer throughout the week.

### **Baptismal Font**

Baptism is our common entry into Christ and into the Church. Our gathering for prayer helps us to "put on Christ" and be a "light to the world". All are invited to enter our worship space through the main doors and sign themselves with the flowing, life-giving waters of the baptismal font to renew their baptism.

### **Bowing**

We begin and end our Eucharist by bowing to the Ambo/the Word of God, the cross and the Lord's Table, and the assembly. This gesture of reverence invites us to focus more clearly on the multiple presences of Christ in our midst when we gather for Eucharist. When the presider and acolyte bow to the assembly, you are invited to bow to the other side of the assembly.

At the words of Institution, all are invited to make a profound bow.

### **Offertory Baskets**

We encourage the children of the parish to help with the offertory baskets at weekend masses. They can volunteer with the supervision of their parents so that the service is shared with other children. The baskets are placed on their designated spots before mass. Any child who wishes, may take a basket from the designated spot and place it by the wood wall near the offertory gifts. After the general intercessions the children are invited to bring the baskets and place them on the same location from which they took them. They begin our offertory procession.

### **Communion Procession**

Our communion procession **begins from the last rows** in the church. It is a constant reminder that as disciples we are to be servants and that in God's kingdom, "the last shall be first." You are invited to **remain standing until all have received** Eucharist.

### **Reverencing the Cup**

All too often people are tempted to pass by the cup at communion even though Jesus said "Take and drink." In life we do not have the luxury of passing by experiences of betrayal, suffering, and death. Our faith in Christ is challenged and deepened by these experiences. Reverencing the cup is a profession of faith in the mystery of Christ's suffering and death and his glorious resurrection.

How can you reverence the cup if you're not well or you're just uncomfortable drinking from the cup? You can take the cup from the minister and say, "Amen", then return it without drinking from it. You can bow. You can make the sign of the cross. These are simple gestures of reverence that help to deepen our faith in the mystery of the Lord's death and resurrection.

### **Standing during Communion**

Why remain standing until everyone has received communion? How we pray teaches us how to live. The Body of Christ is both the consecrated bread and wine and the Church. Both have the same name. Our practice of remaining standing until all have received is one way we help to create a sense of oneness as the Body of Christ. Once everyone has received, then we can sit in profound silence, thanksgiving, and personal prayer with the Lord. The communion rite is intended to be an action of the entire assembly rather than a time for private devotion. It is a way to strengthen our experience as a praying community and to teach us that we, too, are the Body of Christ.