

SACRED HEART CATHOLIC CHURCH

MINISTRY BOOKLET



125 N. Harrison St.
Warsaw, IN 46580
Phone: 574-267-5842
Fax: 574-268-1030

Church Website
www.sacredheart-warsaw.org

Church E-mail
shchurch@sacredheart-warsaw.org

School Website
www.sacredheart-warsaw.org

School E-mail
shs@sacredheart-warsaw.org

*How can I repay the LORD
for all the great good done
for me?*

Psalm 116:12

This guide contains a brief description of the many ministries provided by the members of Sacred Heart Parish. We hope that you will take the time to learn more about our ministries, and that you will benefit as a result of using them.

We also encourage you to be a steward of our parish community. Returning some of God's gifts will allow the continuation of the various ministries that Sacred Heart Church has to offer. God's grace provides all of us with the means to give back.

Please contact the person on the Ministry Contact List if you would like more information about a ministry or if you would like to become involved.

STEWARDSHIP

ACCEPTING GOD'S GIFTS...



*RESPONDING WITH
GRATITUDE*

ADULT FAITH FORMATION - Catholic Scripture Study allows Catholics, regardless of their level of Scripture knowledge, to see our Church from a truly Biblical perspective. The Bible study programs are rooted in sound Biblical scholarship and in the Church's magisterium. Classes are offered each fall and consist of discussions and DVD lectures.

Formation Classes – These classes provide opportunities to learn more about your Catholic faith through studies about Church history, the Creed, and Catholicism, etc. Classes start in January and consist of discussions and DVD lectures.

ATHLETIC COACH (Sacred Heart Elementary School) - Coach boys and girls in seasonal sports. Prior coaching experience is a plus. Sports available: Volleyball (girls); Soccer (boys & girls); Girls Basketball; Boys Basketball; Cheerleading (boys and girls); & Track (boys and girls). Volunteers must complete the Diocesan Safe Environment requirements.

BIBLE DISCUSSION - Parishioners gather in the Living Well Center on Tuesday from 9:15 a.m. to 10:30 a.m. to view a short video and discuss the upcoming Sunday Scripture readings. All adults over 18 are welcome to join us.

BOARD OF EDUCATION - This board is an advisory body at Sacred Heart Church/School, subject to regulations that might proceed from the Diocesan Board of Education. The duties and function of this board include planning, policy formation/implementation, finances, recommending persons for the position of principal, marketing, and evaluation.

The board has a consultative relationship with the pastor. The relationship that exists is one of information sharing and common planning for the benefit of the total parish community. Training is offered through the Diocesan Catholic Schools Office.

BOY SCOUTS - Boy Scouts promotes, through cooperation with other agencies, the ability of youth to do things for themselves and others. Values taught include patriotism, courage, leadership, self-reliance, and kindred virtues. The youths achieve these values through its educational program and its oaths, promises, codes for character development, citizenship training, outdoor skills (camping), and mental and physical fitness. The Sacred Heart unit is one of the premier units in the area. Approximately 6 hours of classroom training is recommended.

CARING CASSEROLES - Parishioners prepare and deliver meals to those unable to cook due to illness, death in the family, or other temporary situations. Volunteers are always appreciated.

CATHOLICS RETURNING HOME - The goal of Catholics Returning Home is to reach out to all inactive, alienated, and semi-active Catholics and invite them to return home. We provide a safe haven to ease any uneasiness and confusion in the hope of renewing their relationship with the Catholic Church.

CHILDREN'S LITURGY OF THE WORD – During the 11:00 a.m. Mass on Sunday, children ages 3 to 6 are invited to come forward with their catechists to receive a special blessing from the pastor. They are then dismissed to a separate classroom to learn about the Gospel readings in a way they can more easily understand. They return to their families during the Offertory collection. Children's Liturgy of the Word follows the same schedule as the Religious Education classes.

CHRIST RENEWS HIS PARISH (CRHP) - CRHP is a spiritual renewal process designed to bring members of our parish closer together in Christ. CRHP has a clear focus on the Gospel and emphasizes continued growth in Christian life through Scripture study, prayer, the sacraments, and fellowship with members of our parish community.

CHURCH DECORATING – The Church Decorating Committee is responsible for decorating the church for the seasons, holidays and other special occasions. Donations for flowers are gladly accepted.

CHURCH DIRECTORY - To new as well as current members, our church directory offers a way to associate faces with names and to act as a source for contact information. Some of the duties our volunteers perform are publicizing and distributing materials, scheduling sittings, assisting the photographers, and helping with design and layout decisions.

COFFEE AND DONUTS - Join us for coffee, donuts, milk and orange juice the first Sunday of each month after the 8:30 & 11:00 a.m. Masses. A small donation is appreciated. Volunteers help set up and clean up.

COLLECTION COUNTERS - The Collection Counters count the collection money from the weekend Masses and complete records for the parish office. Members of this ministry are scheduled to work on Sunday mornings on a quarterly basis. Minimal training is required for this ministry.

COOKIES FOR COLLEGE KIDS/MILITARY PERSONNEL - This is an outreach program for our young adults and service men and women who are away from home, letting them know that our parish is thinking of them and praying for them. Any age can volunteer to help.

CUB SCOUTS - Cub Scouts is a program of the Boy Scouts of America whose overall mission is to help young people build character, learn citizenship, and develop personal fitness. Cub Scouts is open to boys in grades one through five.

EASTER VIGIL RECEPTION - The Easter Vigil Reception follows the Easter Vigil Mass, when those who have been studying all year come into the Church. We have a finger food reception to celebrate this joyous occasion. Volunteers help set up prior to the event, prepare and serve the food, and clean up after the reception. Volunteers are always welcome.

ENGAGED COUPLES PREPARATION - Mentor couples help engaged couples prepare for marriage. The Diocese provides the necessary materials and training for couples who are interested in this ministry.

EXTRAORDINARY MINISTER – Extraordinary ministers of Holy Communion assist with the distribution of the Sacramental Body and Blood of Christ at Mass, and with bringing the Eucharist to shut-ins. Training and attendance at an annual retreat is required.

FREE COMMUNITY MEAL - The Free Community Meal is an outreach program that promotes a sense of community among our parish members and our local community. Parish volunteers help prepare and serve this free meal on the third Tuesday of each month. All are invited to come and enjoy food and fellowship with our area neighbors from 5:00–7:30 p.m.

FRIENDS OF JESUS (SPECIAL NEEDS - ADULTS) - Friends of Jesus is the religious education program for adult parishioners of any age with special needs. The group, guided by parish volunteers, meets twice a month (September – May) to share in fellowship, prayer, scripture, doctrine, and service. Class time is divided between group sharing and lessons. New members are always welcome.

FUNERAL MEALS -Funeral meals are provided at the family's request. Volunteers are called to supply a hot dish, salad or dessert. The Funeral Meals Ministry makes all the arrangements for the funeral dinners. The Sacred Heart Women of Grace provide the drinks and all paper products that are needed for the dinners. Food items are asked to be delivered to the church one (1) hour prior to the funeral. Volunteers are called to set up and tear down tables for the dinner.

GARDENING - Gardening involves planting and taking care of all the flowers and plants around the church, office, and rectory. In addition, volunteers also trim the shrubs around the buildings, fertilize, and water as needed. Volunteers of all ages are always welcome.

GIRL SCOUTS AND BROWNIES - The Girl Scout program is an informal education program designed to help girls put into practice the fundamental principles of the Girl Scout movement. The Girl Scout program is based on four goals. Each girl strives to: develop to her full individual potential; relate to others with increasing understanding, skill and respect; develop values to guide her actions and to provide the foundation for sound decision making; contribute to the improvement of society. Junior Girl Scouts is open to grades 4 through 6. Brownies is open to grades 1 through 3.

HAITI PARISH TWINNING PROGRAM – Sacred Heart Parish has a sister parish in Kenscoff, Haiti, St. Nicolas Parish, which includes its outlying seven chapels. Since January of 1987, we have sent money, medicines, pews, school tables, school chairs and people to assist our sisters and brothers in the mountain areas of Haiti in their daily needs of life. The money we send helps to feed the school children, pay the teachers, train catechists for the outlying chapels, maintain

the church, school and the old church vehicle which has traveled many miles. Our mission is to encourage prayerful solidarity with our sisters and brothers in Haiti as well as to provide religious, educational, medical and economic resources and support according to the capabilities of each parish.

HEALING BLANKETS - Volunteers in this ministry make small blankets to be given to anyone who is suffering from serious illness, a death in the family, or any major difficulty in their life. Enclosed with each blanket is a note promising our prayers as a Parish family. The blanket represents the thoughts and prayers that we share with them during their time of need.

HOME AND SCHOOL ASSOCIATION (HASA) - Sacred Heart School parents and teachers meet and work together for the benefit of the children. Meetings are held four times a year. Officers of HASA serve a one year term and must be a Sacred Heart Elementary School family.

HOMEBOUND VISITS - Volunteers visit those in the parish who are homebound, sharing friendship and giving support.

JAIL MINISTRY – Sacred Heart’s Jail Ministry team makes monthly jail visits offering prayer, music, scripture study and times of reflection together. The team also creates and mails a monthly newsletter to inmates and serves as a liaison with the parish priest for any special spiritual needs.

KNIGHTS OF COLUMBUS - The Knights of Columbus is an international fraternal organization of practicing Catholic men. The principles of the Knights of Columbus are God, Family, Fraternity and Community. The Knights of Columbus assist Sacred Heart Parish and School in a variety of ways, ceremonial, practical and fund raising. Knights are men of faith putting that faith into action. Knights of Columbus is open to men ages 18 and older.

LECTOR/PROCLAIMERS OF THE WORD - Being a lector is a gift that gives back through the joy of sharing the Word of God with your fellow parishioners. Proclaimers of the Word are scheduled for a month at a time. They should attend Diocesan classes for instruction to learn how to “tell the story” using proper speaking attributes including voice tones, pauses, etc., and participate yearly in a time of renewal. Each person in this ministry is furnished with a yearly workbook to assist in their preparation of the readings of the day. Anyone 18 and older is welcome. Proclaimers are required to be practicing Catholics.

MAINTENANCE COMMITTEE - This group meets regularly to make necessary repairs and improvements, or secure bids for projects that require outside expertise. Volunteers with painting, woodworking, carpentry, construction, plumbing and electrical talents are needed. All ages welcome.

MENTORING FOR MEN - Mentoring for Men provides mentors for anyone who may be experiencing a bump in the road. It can be a job search, a loss of a loved one, or a mistake from the past. Through Jesus Christ, men find hope, happiness and new direction with life situations and skills. A mentor is a person you turn to for guidance, encouragement, and support. They listen and care. They understand and pray in private for that person. They recognize the power of unity in Christ. Anyone is welcome to participate.

MUSIC MINISTRY – The Music Ministry enhances the beauty and spirituality of Mass. Music ministers may sing in the choir, cantor, accompany on the piano or organ, or play other musical instruments. Anyone middle school age and older is welcome to share their gifts to glorify and praise God through music.

OUR FATHER'S HOUSE - Our Father's House is a local charitable organization that provides physical and emotional support to people in our community who are experiencing difficult times. Volunteers are needed to help with food service in the dining room or with the retail store. Even one hour of your time can make a difference, and you will experience the joy of serving others. All are welcome.

PARISH LIBRARY - The Parish Library is located off the gathering space area. All parishioners are welcome and encouraged to borrow the materials. You may drop by any time the church is open. Directions for self-checkout and return are posted. The Parish Library Ministry maintains the books, CDs, VHS tapes and DVDs that are available for our parishioners to read and use.

PARISH PICNIC COMMITTEE - Food, fun, and fellowship are the cornerstones of the annual Parish Picnic. The talents of parish volunteers are combined to make a fun afternoon of family activities and, of course, delicious food! Open to all ages!

P.E.T. (PARISH EVANGELIZATION TEAM) - P.E.T. goes into the community with free literature about our faith and answers questions people have about the Catholic Church. One of the main purposes is to dispel misconceptions that people have about the Catholic faith and to present teachings of the Church in a positive light.

PLAYGROUND ASSISTANT (Sacred Heart Elementary School) - Assistants are needed weekdays from 10:00 a.m. - 10:15 a.m. and from 11:40 a.m. - 12:10 p.m. to supervise Sacred Heart students during recess times. This is a great opportunity for working parents to volunteer during their lunch hour or for grandparents to spend time with their grandchildren at school. Anyone 21 and older is welcome. Volunteers must complete the Diocesan Safe Environment requirements.

PRAYER CHAIN - We all experience times when we desire the prayers of others to intercede for us or someone we know. Parishioners are encouraged to submit prayer requests at these times. (Personal information will remain confidential unless you wish to have the information shared.)

The members of the Prayer Chain Ministry will pray for your personal intentions. All requests and intentions are also listed in the weekly bulletin. All adults are welcome to volunteer for this ministry. There is a short training session over the phone, and an information packet is sent to each volunteer.

RCIA (RITE OF CHRISTIAN INITIATION OF ADULTS) - The Rite of Christian Initiation of Adults is the process by which a person becomes a member of the Catholic Church through the sacraments of Baptism, Confirmation, and Eucharist. It is also for those who want to learn more about the Catholic faith. Here at Sacred Heart, the RCIA participants meet Monday evenings from August through May.

An RCIA Presenter teaches classes in the RCIA program. An RCIA Sponsor is a member of the parish who supports a person in RCIA by attending class with them and being available to answer their questions about the Catholic faith.

RELIGIOUS EDUCATION – TEACHERS/AIDES/SUBS - This program is the faith formation of the students of our parish, kindergarten through 8th grade, who do not attend Sacred Heart School. Kindergarten through 7th grade meet on Sunday mornings between the 8:30 and 11:00 Masses. Eighth grade students meet on Sunday evenings from 6:30 to 8:00 pm. We follow the Warsaw Community Schools Calendar as much as possible. A love of faith and a desire to pass it on to the next generation is important in this ministry. Attending catechist training and catechist meetings are required. Anyone over the age of 18 is welcome to help in this ministry.

RESPITE CARE - Caring for a family member or loved one is gratifying, but it can also be challenging. A respite care volunteer helps care for a sick or elderly person, allowing the primary caregiver to have time to themselves or to do necessary tasks outside the home.

RIGHT TO LIFE - The purpose of Right to Life is to educate the parishioners of Sacred Heart regarding the many and varied attacks on the sanctity of life by the agents of secularism and consumerism within the United States. This is done through bulletin inserts/announcements, bulletin board displays, inclusion of pro-life material in the Sacred Heart School curriculum, and the encouragement of a pro-life attitude via the weekend Mass homilies. This ministry also actively promotes prayer via petitions, rosaries, holy hours and First Saturdays for the respect for all human life. Sacred Heart Right to Life joins the efforts of Kosciusko County Right to Life in the support of its many activities. All ages are encouraged to become involved.

ROSARY RECITATION – Sacred Heart Parishioners are invited to join together in praying the Rosary after the 5:00 p.m. Mass on Saturday and 25 minutes before the 8:30 a.m. and 11:00 a.m. Masses on Sunday. On the first Saturday of every month Mass is celebrated at 8:00 a.m. followed by recitation of the rosary and opportunity to receive the Sacrament of Reconciliation. Volunteers are needed to lead the recitation of the Rosary.

SACRED HEART MOMS - The Sacred Heart Moms Ministry is an opportunity for mothers of all ages, with kids of all ages, to gather for spiritual and social activities. These activities are available so that moms can form friendships and grow in knowledge of their faith while participating as an active member of the church community. Moms and dads are welcome at any time. Activities with the kids are planned as well. We meet each month with a minimum of 3-4 activities: A playgroup with the kids; A spiritual one to learn more about our Catholic faith; A moms' day or night out; A service project to help out the parish and community. Moms each have an opportunity to share their ideas and talents by heading up/organizing a month of events and/or assisting in the planning. There are no requirements to join. Please check the bulletin for updates. We meet during the school year and take a break during the summer months. Moms and dads of all ages are welcome.

SACRED HEART WOMEN OF GRACE (Formerly Rosary Altar Society) -All ladies of the parish, high school age and older, are eligible and welcome to be members of Sacred Heart Women of Grace. The purpose of Sacred Heart Women of Grace is to promote spiritual, service (especially to the needs of the Church as related to funerals, upkeep of the altar linens and server robes, and other needs deemed necessary by the parish priest), and Christian social functions to our parish and community. Come and enjoy the friendship of the other ladies while helping to serve the needs of our Parish!

SCRIP PROGRAM - Our SCRIP Program is a major means for Sacred Heart Home and School Association (HASA) to raise funds for additional financial support of our faculty and students. With this program, HASA is able to bring in substantial funds. These moneys are utilized for a variety of projects and needs to enhance our student's educational experience here at Sacred Heart School. In addition, 25% of the profit earned from sales of SCRIP to parishioners of non-school families will go to the Faith in the Future program for Sacred Heart Parish. Minimal training is involved for volunteers. Anyone over 20 is welcome to help out.

SEPARATED/DIVORCED CATHOLICS - This is a support group for our parish members who are separated or divorced.

SERVERS TRAINING - Servers assist the priest at Mass on Sundays, Holy Days, and other liturgical celebrations. Any boy or girl in the seventh grade or above can be trained for this ministry.

SINGLE ADULTS/YOUNG COUPLES (R.O.C.K.) - This ministry enables young people, age 19 to 40, to get together for social events and service projects.

SOCIAL JUSTICE COMMITTEE - This ministry informs and guides the parish on social justice issues.

SOFTBALL – LADIES - The Sacred Heart Ladies Softball Team starts practice in April, with the first game in May. The team averages one game per week during the season. If you are 20 or older and love softball, come join us. You will enjoy the experience!

SOFTBALL – MENS - The men's softball league is exciting and fun! It's a great way to get to know different parishioners while being involved in a leisure but competitive game of softball. We have just one team, so there are plenty of opportunities to play. If you are over 18, please join us Tuesday evenings at the CCAC!

SOUP KITCHEN - We partner with the First United Methodist Church of Warsaw to reach out to the hungry in our community by providing food and serving at the Community Kitchen in Warsaw. We take turns with area churches and organizations and help provide free lunches 3-4 times a year. There will be opportunities to sign up to help in the back of church a few weeks before our scheduled dates.

SPIRITUAL DEVELOPMENT COMMITTEE (Parish Mission) - Our Parish Mission is a special time when we gather together to gain further insight into a faith filled life. It is a time for grace and renewal of our parish. This committee organizes regular parish missions. Volunteers are needed to arrange for speakers, plan and publicize the Mission, and perform follow-up after the Mission. The Spiritual Development Committee also plans the annual 40 Hours Devotion.

STEWARDSHIP COMMITTEE - This committee strives to make the stewardship of time, talent and treasure understood, practiced and nurtured in the lives of the parishioners. They help educate about stewardship, carry out the annual renewal, prepare a ministry booklet, and publicize stewardship.

TRANSPORTATION TO MASS - Volunteers provide transportation to Mass or other church events for Sacred Heart members.

TUTOR FOR SCHOOL CHILDREN (Sacred Heart Elementary School) - Volunteers are always welcome to help our Sacred Heart School students in need of tutoring. Volunteers must have the ability to tutor all curricular subjects K-6. Volunteers must complete the Diocesan Safe Environment requirements.

USHER/GREETER (MINISTRY OF HOSPITALITY) - Some of the duties of our ministry include welcoming everyone, helping people find a seat in Church, handing out bulletins, and helping to make sure the Mass runs smoothly. Ushers/Greeters for Masses are typically scheduled for this ministry approximately once every three months. Training is about a half hour. This ministry is open to anyone middle school age and up.

VACATION BIBLE SCHOOL - Vacation Bible School (VBS) is a week-long summer activity that gives children the opportunity to learn more about Jesus through song, crafts, food, and other

activities. There is an evening of training prior to VBS. The ministry is open to anyone middle school age and older.

VOCATION COMMITTEE - This group of parishioners promotes vocations primarily to the priesthood or religious life, along with marriage and single life. They do this through prayer, giving out information, attending periodic group meetings with the pastor, and supporting in any way possible members of the parish who are considering a religious vocation.

WELCOMING COMMITTEE - The purpose of the Welcoming Committee is to reach out to new parishioners by welcoming them into our parish family. This is accomplished through a personal phone call and a mailed packet of helpful information by a member of the committee. By reaching out to new parishioners, we hope to aid them in adjusting to their new Church community by answering any questions they might have and by encouraging them to participate in the many organizations, groups, and activities that the parish offers.

WHY CATHOLIC - Why Catholic is a spiritual renewal, evangelization and adult formation process that helps one learn more about their faith and share time with others deepening that faith. The four books of Why Catholic include Prayer, The Creed, The Sacraments, and Christian Morality which corresponds to the four pillars of the Catechism. There are usually 12 sessions divided during the course of the year, but anyone interested can join in at any time. Most sessions are held in a participant's home.

YOUNG AT HEART - Young at Heart is for parishioners who are 55 and older. The group has breakfast together the first Wednesday of every month at a local restaurant after Mass and Rosary. One other activity is planned for each month throughout the year. Information about upcoming activities can be found on a poster board in the Gathering Space. Please join us!

YOUTH MINISTRY - The program for high school students at Sacred Heart is called CROSS, which stands for Catholics Reaching Onward Seeking Salvation. We meet during the school year on Sunday evenings from 6:00-8:00 p.m. This program combines the religious education of the teens with other youth ministry activities. At various times throughout the year we participate in community activities such as Life Chain Sunday, visit assisted living facilities or raise money for Catholic Relief Services and Our Father's House.

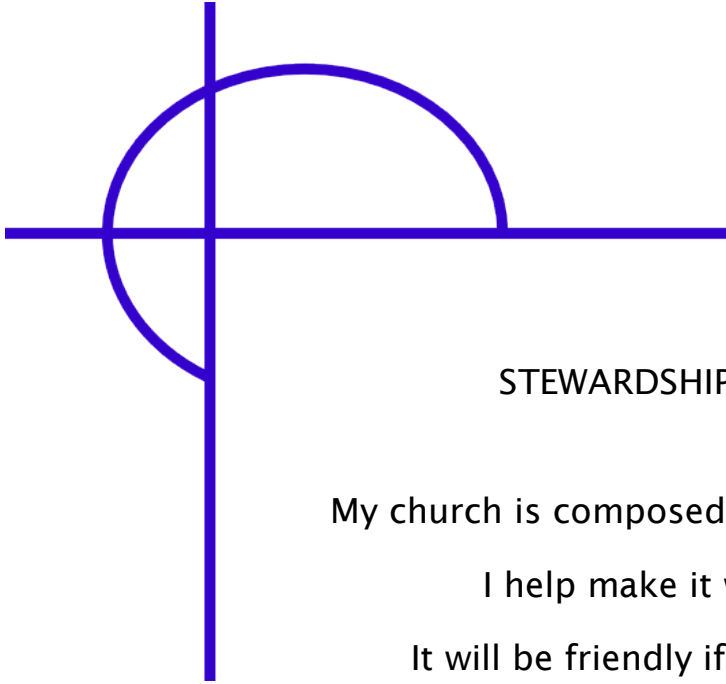
Another part of the youth ministry program is participation in the teen Masses which are held twice monthly, usually the second Sunday at 8:30 a.m. and on the fourth Sunday at the 11:00 a.m. Mass. At these Masses the teens serve in the various ministries: cantors, proclaimers, greeters, servers, and as Extraordinary Ministers of Holy Communion.

We also plug into diocesan events such as Ignited and national conferences such as the High School Youth Conference at Franciscan University in Steubenville, Ohio and NDVI at Notre Dame. For the past two years we have taken a mission trip to our sister parish, St. Nicolas in

Kenscoff, Haiti where we do work around the parish & school as well as at Mother Teresa's Baby Hospital in Port Au Prince.



STEWARDSHIP
MAXIMIZING GOD'S BLESSINGS
FOR HIS GLORY



STEWARDSHIP PRAYER

My church is composed of people like me.

I help make it what it is.

It will be friendly if I am friendly.

Its pews will be filled if I help fill them.

It will do great work if I work.

It will make generous gifts to many causes if I
am a generous giver.

It will bring other people into its worship and
fellowship if I invite and bring them.

It will be a church of loyalty and love, of
fearlessness and faith, and a church with a
noble spirit if I, who make it what it is, am
filled with these same things.

Therefore, Lord, I ask for the strength and
courage that I may dedicate myself to doing my part
in being all the things that I want my church to be.

Amen