

St. Mary Parish



Ministry Directory

Mission Statement

*With our eyes fixed on the Risen Lord Jesus Christ
Conformed to His image in Baptism and the Eucharist
We grow together in our Gospel faith
And our understanding of our rich Catholic tradition
Building the Kingdom by living in Gratitude
Reaching out generously to all people in need.*

Mass Schedule:

Saturday: 4:00 pm from the 1st Saturday in July to the last Saturday in December.

5:30 pm from the 1st Saturday in January to the last Saturday in June.

Sunday: 8:15 am

Weekday masses at St. Mary Church are typically celebrated Tuesdays, Thursdays, Fridays and Saturdays at 8:05, but are subject to change due to Holy Days and the availability of Fr. Stryker.

Please check the bulletin or website for mass and prayer opportunities during the upcoming week.

If you would like to visit church it is open daily from 6:00 am to 6:00 pm.

Parish office: (920) 487-5005 Extension # 1

Parish website: www.stmarysalgoma.com

School office: (920) 487-5004

School website: www.smsalgoma.com

Pastoral Administration:

Pastor:

Father Peter Stryker

Cell phone: (920) 255-6772

Office phone: (920) 487-5005 Extension # 105

E-mail: frpeterstryker@gmail.com

For more information about the ministries listed here or to volunteer, please contact our

Parish Ministries Coordinator:

Donna Moran

(920) 723-1948

E-mail: gramsmonahan@charter.net

Liturgy and Music

1. Eucharistic Ministers

This ministry works in teams of five to help distribute the consecrated bread and wine during Communion at Mass. There are currently two teams scheduled on Saturdays and three on Sundays.

2. Lectors

Lectors proclaim God's Word and the Prayers of the Faithful at Mass. Besides training and materials given to prepare them for this ministry, they are asked to be persons of the Word. They should take time regularly to read, pray and study the Scriptures and use prayer guides such as "The Living Faith" booklet available at church to acquaint them with and deepen their understanding of the message of Scripture. Lectors serve on a weekend rotation and may be asked for Holy Day Masses/Services.

3. Gift Presenters

Two individuals who bring the gifts of bread and wine to Father at the time of preparation representing the entire community gathered. This is a casual volunteer ministry with no set schedule.

4. Servers

4.1. Adult Server-Funeral Masses

Assist the presider during a Funeral Mass. After receiving training and assisting at a Mass with an experienced server, they will be asked to serve on a rotation basis when there is a funeral. Because funerals can be anytime, Monday through Saturday, those wishing to be a part of this ministry should have flexible time during the week.

4.2. Youth and Adult Server-Weekend Masses

Assist the presider before and during Mass. They may light candles, carry the Processional Cross, hold the Sacramentary, prepare the Altar, and other tasks as asked to do by the presider. If volunteered for weekend and Holy Day Masses, they are scheduled in pairs for Saturday or Sunday, as they request.

5. Ministers of Hospitality

5.1. Ushers

People who are warm, friendly and helpful, welcome all those who come to worship. They arrive 20 to 30 minutes before the start of a Mass or Service to prepare the spaces by turning on lights, opening inside doors, and making sure they are aware of any special events taking place. Ushers are scheduled as part of a team at each weekend Mass.

5.2. Greeters

People who are warm, friendly and helpful welcome all those who come to worship. They arrive 20 to 30 minutes before the start of a Mass or Service to hold doors open for all who come to worship and greet them with "Good Morning," or "Good Evening." Greeters are scheduled at their convenience and at the Mass that they normally attend.

6. Music Ministers

6.1. Adult Choir

A four-part chorus that is open to any interested parish member, high school age and up. The choir practices every Wednesday evening in the choir loft from September through May. The Adult Choir sings about every other Sunday and on Holy Days except during the summer.

6.2. New Life Funeral Choir

The Funeral Choir coordinates their music with the help of pastor. The choir also includes parishioners of neighboring parishes and is open to anyone who desires to join.

6.3. Song Leader/Canters

Song Leaders and Canters provide music on Saturdays and when the Adult Choir is not singing. Individuals or small teams who sing and/or play piano or guitar are welcome for this ministry.

7. Mass Recording

Once each weekend, a Mass is recorded using the video system located in the choir loft. DVDs are produced for viewing on the Local Access Cable and Algoma Long Term Care Unit. One volunteer is needed each weekend to operate the cameras during Mass and bring the DVDs to Algoma's City Hall.

8. Altar Linens

Members wash and iron Altar Linens on a weekly rotating basis. Albs are laundered every 6 months. Presently, five members are active in this ministry - they wash and iron every five weeks.

9. Church Cleaning

This group has a variety of tasks which ideally would be split between multiple parties. One task is dusting the altars and the surrounding areas of the church. The candlesticks on the altar need to be cleared of dropped wax and polished regularly. Volunteers mop the floors and vacuum the carpets in the church and main level entryways. There are also people needed to wash the entryway windows. Cleaning of the pews would be done twice a year, especially if candles are used during a ceremony. The choir loft and basement bathrooms used by the Church are also covered by this ministry. Each week, someone straightens pews and picks up garbage.

10. Decorating Church and Altar

Members collect flowers and branches from gardens and fields which are placed in moderation around the baptismal font on the side of the Ambo. Sometimes plants are ordered from shops or brought from home. Members also decorate more elaborately for Christmas and Easter.

Pastoral Ministries and Social Concerns

1. Care Minister for Homebound

Casual visits are made to those unable to come to the church. They listen, bring news of what is happening in the parish, and share the parish family's concern, prayer and support. If an Extraordinary Minister of Holy Communion, they may bring Holy Communion.

2. Liturgical Care Minister

Liturgy of the Word w/Communion or other services is celebrated with those in Care Facilities. This person is trained and is scheduled as needed.

3. Bereavement Ministry

Those in this ministry assist in the healing process of grieving families through outreach to those in mourning. Cards and visits are made at one month and three months following the passing, as well as on special occasions such as holidays or anniversaries of birthdays.

4. Prayer Tree

The Prayer Chain is a wonderful ministry of caring for those who are ill or facing surgery or other challenges in their lives. It is also a way to have others join in the giving of joy, thanksgiving and praise to our God for the gifts one has received. If you would like to be a link in our chain of prayer or if you would like the prayer chain to pray for you (confidentiality is respected), please call the lead listed on the front of the bulletin.

Faith Formation and Education

1. Adult

1.1. Bible Discussion Studies

Each group has a leader who communicates to the Priest the group's direction of study, and informs on times and places of group meetings so interested parishioners can be invited to join. Interested persons meet in small group(s) to enter more deeply into understanding of the Sacred Scriptures.

1.2. Lenten Discussion Groups

Persons interested in gathering weekly to pray and discuss some aspect of faith during the Lenten Season. These groups may be led by members of the Pastoral/Educational Team or other trained presenters. A list of interested persons will be kept for contact during Lent.

1.3. Retreats/Missions

Those interested in this ministry would assist the pastoral team in preparing for spiritual events. This includes planning the setup of facilities, publicity, hospitality, and preparing any materials needed. It may also include participation in prayer or other areas of presentation during the retreat or mission.

1. Youth

1.1. St. Mary School

St. Mary School is a fully accredited school educating children from 3-year old Pre-School through 8th grade. Participation in the Liturgy, daily prayer and faith instruction are integrated throughout the curriculum. We provide a full curriculum that includes Religion, Reading, Language Arts, Math, Science, Social Studies, Spanish, Art, Music, Physical Education and Technology. Furthering our ministry by helping as a classroom aide, substitute teacher, or general clerical support is always appreciated.

1.2. Religious Education Catechists

St. Mary Parish offers religious education and sacramental preparation for parish students not enrolled in St. Mary School. Classes are held September-May with special family nights during the year. There is an opportunity for parish members to volunteer as catechists to teach these classes.

1.3. Children's Liturgy of the Word

Gather with children during Sunday morning Mass to talk about the scriptures and work on a project during the Liturgy of the Word.

Parish Committees

1. Board of Total Catholic Faith Formation and Education

The Board of Education advises the administrator on the operation of the parish school and religious education programs. It helps to formulate our policies, develop our budgets and shares input on all aspects of our operations (calendar, costs, facilities, etc.). The Board meets monthly, except in July. Terms are for 3 years.

2. Buildings and Grounds Committee

This group's main function is to keep the school and church in good shape structurally. Roofs, windows and heating and air are top priorities. We also take care of internal repairs in the church, school, and rectory as needed. The group typically gathers on Tuesdays.

2.1. Outdoor Environment

A group of Parish Members are responsible for the flower beds and plantings surrounding the school, Grotto, rectory and church, but not including the cemetery. This includes planting, pruning, weeding and watering of trees, bushes and flowers.

A second group donates their time to cut the lawn around the playground and rectory, and the green space to the North of the school. The church's lawn equipment is used, and with the current group each volunteer cuts once every 3-4 weeks.

3. Cemetery Association

This group maintains records of internment and ownership burial rights. They set charges and handle disbursements and other financial concerns involving the cemetery. They perform the maintenance for the entire facility. They prepare gravesites for burials and complete necessary arrangements for funerals.

4. Finance Council

The parish finance council sets sound policies of management of parish funds and properties. The parish finance council organizes the temporal goods of the parish for the implementation of the parish program to accomplish the parish mission. It is responsible for soliciting funds, managing the parish budget and facilities, thus enabling the parish to carry out its mission. The Finance Council oversees parish revenues and expenses. They set up budgets, monitor the financial reports, and advise the pastoral leader on utilizing the parish resources.

5. Pastoral Council

The council, with the Priest and input from staff members, prayerfully consider what the Spirit of God is calling the parish to be and become. Members of the council and Father come to an understanding of the spiritual as well as physical concerns and needs of the people of the parish and broader community. The council assists the Priest in the development of parish policies and strategies to address those concerns and needs.

This includes the formulation of a parish mission statement, the assessment of needs, a review of parish committee activities (Council members stand as representatives on other committees) and the establishment of parish goals and priorities. Terms are for 3 years.

6. Stewardship Committee

The Stewardship Committee works to encourage prayer, service and sharing in the Parish. They coordinate events such as our Christmas Giving Tree, the collection of basic needs items for the community and for the parish. They work with the Parish Ministries Coordinator to increase participation of parish members. They also welcome new members to the Parish. The committee meets once a month from September-May. Terms are for 3 years.

7. Worship and Spiritual Life Committee

This is a standing committee of the Parish Pastoral Council, whose overall purpose is to assist the Pastor in planning and providing for the spiritual development of the members of the parish through liturgical celebrations, significant prayer experiences and spiritual growth programs. We are responsible for the training and oversight of the liturgical ministries, namely Extraordinary Ministers of Holy Communion, Lectors, and Servers, as well as educating the parish in issues of liturgy. Representatives of the Environment and Music Ministries are also members. We meet once a month, except during the summer. Terms for 3 years.

8. Trustees

Parish Trustees are elected to represent the parish in financial and legal matters. One Trustee is Treasurer and the other Trustee is the Secretary. Responsibilities include signing checks and important documents and attending finance meetings. Terms are for 2 years.

Parish Fundraising

1. Shanty Days Food Booth

During Algoma's Shanty Days event, typically held on the second weekend of August, St. Mary Parish runs a food tent in the main grounds. Volunteers are needed to prepare the food during the week before the event, and to staff the food tent during Shanty Days. Funds earned go toward capital improvements of the Church and School.

2. Troutboils

During most Fridays in Lent, troutboils are held in the St. Mary cafeteria. They are used as fundraisers for various Parish and School groups, such as Buildings & Grounds, the Home and School Association, and the 8th Grade Class.

School Groups/Positions

1. Promotional Committee

The Promotional Committee shares with the community all the school has to offer in an effort to increase enrollment. They help with the publicity of many school events and participate in local events like Shanty Days. They meet approximately once per month, and are under the financial umbrella of the Home and School Association. All members of the parish are welcome to participate.

2. Athletic Director

The volunteer Athletic Director schedules sporting events hosted at St. Mary School and coordinates all necessary personnel for home games.

School Fundraising

1. Home and School Association

St. Mary Home and School Association is an organization made up of current school parents and guardians. The Association meets monthly throughout the school year. The purpose of the group is to support the school through goodwill, events and fundraisers. Meetings are typically held on the 2nd Monday of each month during the school year.

2. Winterfest

Held on a Saturday in February each year, this event includes raffles, an extensive silent auction, event areas for children, varied food service and a bar run by the Knights of Columbus. Money raised from Winterfest goes directly to the Parish and School for general budget needs. The committee begins planning in October for the event. Committee heads include the areas of Advertising, Children's Area, Silent Auction, Decorating, and Volunteer Coordinating.

Office/Clerical Support

1. Secretarial Support

Volunteers assist in the Parish office, answering calls and monitoring the door when the office staff is busy or not available. They also help with special mailings and other non-confidential tasks as needed. Parishioners can volunteer for this on a casual basis, but volunteers who are available regularly to come in on a set schedule of a few hours per month would be ideal.

2. Photographers

Parish photographers take pictures around the church and at parish events. Photos are used on the website, for display within the parish, and for historical purposes. Photographers also scan and catalog existing photos on the computer servers for archiving and retrieval purposes.

3. Website assistance

This ministry is open to those who can help keep the parish site, www.stmarysalgoma.com, up-to-date and organized.

Catholic Community Organizations

1. Knights of Columbus

This is a group for confirmed men of the Parish who are devoted to their Catholic faith and dedicated to supporting the church and school. This group meets monthly. Three areas they work on are social activities, outreach and charitable activities, and members' personal spiritual growth.

2. Rosary Society

The Rosary Society helps with meals for funerals within the parish. Members are asked to serve on a committee one month of the year for activities scheduled for the month. If it is a busy month, other members are asked to help. Meetings are held the first Thursday of each month, except July & August.

3. St. Vincent de Paul Society Thrift Store

The Society of St. Vincent de Paul welcomes those who wish to serve their neighbor. Volunteers grow spiritually through service to people in need. Help is needed at the store on Third Street sorting and marking donations and/or working the register. Volunteers can work as they are available, and can be scheduled any day, Monday-Friday, from either 10:00-1:00 or 1:00-4:00.

4. Kewaunee County (Algoma) Food Pantry

Collection of both food and personal care items is ongoing. Items may be placed in the shopping cart located in the Church Street entrance.

For more information about the ministries listed here or to volunteer, please contact Donna Monahan, Parish Ministries Coordinator, at 920-723-1948 or gramsmonahan@charter.net