



Ministry & Activity Guide

SHARE YOUR GIFTS AS A DISCIPLE OF CHRIST

We invite you to share your time and talents by participating in a ministry or volunteer activity at our parish!

At St. Anastasia, it is our vision to intentionally make disciples for the Kingdom of God. In order to accomplish this, we encourage each member to commit to sharing their time, talent and treasure in order to advance the mission and goals of our Catholic Community and School.



St. Anastasia CATHOLIC COMMUNITY

SAINT ANASTASIA'S PARISH MISSION STATEMENT

We are an open, growing community of Christians working to bring about God's Kingdom. In communion with the Catholic Church, we put our faith into action as we invite all people to share in our spiritual journey, and to participate together in the Ministry of Word, Worship, and Service.

Parish & School INFORMATION

PARISH OFFICE

**460 Lake St SW
Hutchinson, MN 55350**

Office Hours:

Monday-Friday, 8:00 am – 5:00 pm

Phone: 320-587-6507

Email: dconrad@stanastasia.net

Website: stanastasia.net

SCHOOL OFFICE

**400 Lake St SW
Hutchinson, MN 55350**

Office Hours:

Monday-Friday, 7:30 am – 3:30 pm

Phone: 320-587-2490

Email: secretary@stanastasia.net

Website: stanastasia.net

***All staff contacts can be found at
our online directory at
stanastasia.net/directory.***

Thank you for being part of St. Anastasia Catholic Community! We are excited to present you with our *Ministry & Activity Guide*. We hope you consider St. Anastasia your home and a place where you can use your gifts and talents for the glory of God. We want to help you be all you can be which is completed only when connected to God who created each of us. We invite you to worship, to connect, to grow, to serve, and to give.

To help you discern where God is calling you, please pray for insight and know that we are here to help you choose your involvement based on your interest areas, your skills, and your talents. Please review the *Ministry & Activity Guide* listings by program area. Please return the *Ministry & Activity Guide Form* to the Parish Office.

Areas of Ministry & Activity:

Leadership

100 - St. Anastasia School

200 - Faith Formation

300 - Business, Building, & Ground

400 - Media & Technology

500 - Outreach

600 - Worship & Spiritual Life

700 - Cemetery

800 - Parish Organization



MASS SCHEDULE

WEEKEND MASSES

Saturdays: 4:30 pm (St. Anastasia)

Sundays: 7:30 am, 10:30 am, 7:30 pm (St. Anastasia)
9:00 am (St. Boniface)

Check our website, stanastasia.net for updated information and Holy Days, Christmas, and Easter Mass schedules.

LIVESTREAM MASSES ONLINE

All Masses are livestreamed on Facebook and YouTube.

www.facebook.com/StAnastasiaHutchinson

www.stanastasia.net/category/live-stream

CONFESSION

Saturdays: 3:00 pm & by appointment (St. Anastasia)

ADORATION

Monday-Friday, beginning at 6:00 am on Monday and concluding at 5:00 pm on Friday

Contact:

Coletta Wortz 320-587-9512 or acwortz@gmail.com or

Patti Hoerner 605-290-7713 or pcogley178@gmail.com

St. Anastasia

LEADERSHIP

Leadership at St. Anastasia sets direction that defines and meets the parish mission and vision and influences others to follow that direction.

Leadership is related to discipleship. Through baptism, all, regardless of age, are called to discipleship. We are disciples of Jesus and are expected to provide Christian support and witness to others.

As disciples, we are called to use our gifts in service to others. Many will use them in service to this community through one of the parish ministries; some will serve this community and use their gifts as members of the leadership commissions. We also use our gifts in numerous ways outside the community.

THE MEMBER'S ROLE

Leadership membership is open to all registered members of St. Anastasia who are at least 16 years old, and regularly worship with the parish community. Members are committed to understand and collaboratively facilitate the achievement of the parish mission and vision. They are willing to participate in respectful dialogue that supports consensus decision-making and a spiritual hunger that contributes to effective parish leadership. Members must have the ability to observe confidentiality when required and commit to giving the time needed for active participation.

Time commitment: 2-4 hours per month

PARISH ADMINISTRATIVE COUNCIL

The Parish Pastoral Council is the primary advisory group for the pastor. As a consultative body it assists the pastor in his leadership role of planning, organizing, initiating, promoting, coordinating and reviewing the educational, service, evangelization and worship matters within the parish. It helps discern parish needs, recommend priorities and help and advise the pastor in broad areas. It collaborates with the Finance Council in effective planning and assessment of programs, but it does not directly involve itself with financial matters. It is the visioning body for the parish, listening to its members and helping the pastor shape the direction of the parish.

FINANCE COUNCIL

The Finance Council provides ongoing guidance to the pastor and administrator to ensure the efficient and effective handling of parish business operations. They provide leadership and oversight in maintaining financial stability. They assist in budgeting and long term forecasting, maintaining sound financial and accounting practices and controls, planning for facility, grounds maintenance, improvements, and communicating to parish of financial status and capital projects. Members provide advice and oversight of financial projections, capital budgets, operating budgets, revenue sources, investment strategies, debt financing, and fixed assets.

100 - SCHOOL ADVISORY BOARD

The School Board supports our pastor and principal in their leadership of St. Anastasia School. Members are charged with doing research, engaging in discussion and making recommendations that will assist the pastor and principal in making informed decisions which support and strengthen the mission of St. Anastasia Catholic School. Members provide options and opportunities that can be explored by the school administration as well as help define goals for the school strategic plan.

200 - FAITH FORMATION COMMITTEE

This committee oversees religious education for all ages and the sacramental preparation programs. They assist the pastor and coordinators in promoting an effective program. The committee provides opportunities for St. Anastasia members to become disciples through personal encounters with Jesus Christ, and developing a personal relationship with Him. The committee provides prayerful vision and guidance in developing and maintaining relevant, meaningful, educational, and spiritual programs.

300 - BUSINESS, BUILDING & GROUNDS COMMITTEE

This committee oversees physical operations of the plant. They assist the pastor and Business Manager in promoting an effective procedure for operations. The committee provides vision and guidance in developing and maintaining relevant, meaningful opportunities for St. Anastasia members to become involved in the Community.

400 - MEDIA & TECHNOLOGY COMMITTEE

This committee oversees social media and technology operations at St. Anastasia. They assist the pastor and development director in promoting an effective procedure for operations. The committee provides vision and guidance in developing and maintaining relevant, meaningful opportunities for St. Anastasia members to become involved in the Community.

500 - OUTREACH COMMITTEE

The Outreach Committee provides opportunities for parishioners to put into action the Corporal Works of Mercy. They provide a link between St. Anastasia Community and charitable organizations and causes in the community. Members will seek to make informed recommendations, provide direction, and support coordination of parish commitments in charitable, justice and outreach activities to the Pastor.

600 - WORSHIP & SPIRITUAL LIFE COMMITTEE

As a community of faith, we highly prioritize the act of coming together to worship God. The committee serves to enhance and expand our liturgies, especially through finding and improving ways for individuals to participate in communal prayer. Members should be prepared to take on leadership roles in the continual improvement of liturgical life at St. Anastasia Catholic Community.

700 - CEMETERY COMMITTEE

This committee oversees physical operations of the cemetery. They assist the pastor and Business Manager in promoting an effective procedure for operations. The committee provides vision and guidance in developing and maintaining improvements at the cemetery.

800 - PARISH ORGANIZATIONS

These organizations are part of the large community of St. Anastasia but also are separate. They support and aid the community but are governed by their own constitution and by-laws. They welcome members from St. Anastasia to be part of their organization and they are involved with the life of St. Anastasia.

SERVE As a Disciple of Christ

ST. ANASTASIA CATHOLIC SCHOOL - 100

STAFF CONTACTS:

Betty Jodzio, Principal
320-587-2490 or principal@stanastasia.net

Marilyn Schreiner, School Office
320-587-2490 or secretary@stanastasia.net

Michelle Nies, Kids' Depot Director
320-587-4760 or depot@stanastasia.net

ST. ANASTASIA CATHOLIC SCHOOL

We believe each child is unique. We aim to meet academic, emotional, spiritual and physical needs by educating the whole student in a Christian environment.

Our goal is to develop the highest academic standards to reach the potential of each individual. As our mission states, St. Anastasia guides us to develop our hearts and minds to become successful and productive individuals having a full appreciation of our roles as followers of Christ and servers to others. We would love for you to be a part of our St. Anastasia family!

KIDS' DEPOT CHILDCARE & PRESCHOOL

Kids' Depot strives to develop within each child an active curiosity about the world in which we live and to encourage enthusiasm for learning while stimulating creativity and integrating Christian values.

101 - ADVANCEMENT AND FUNDRAISING

Join the Advancement and Fundraising committee to be part of the planning, strategizing and execution of activities that drive recruitment, retention of students and fundraising dollars. If you are enthusiastic, creative or just passionate about our school, then this group is for you! You may walk in a parade, prepare signs for the annual marathon, contact donors, write a grant or help plan a gala.

102 - HOME & SCHOOL COMMITTEE

Join with other parents to plan and organize social activities meant to create excitement and fun for students, families and staff. These events bring us together and build that sense of community we all are looking for. Examples may include tubing at Powder Ridge, family movie nights, decorating for the holidays and Fat Tuesday.

103 - SCHOOL DAY VOLUNTEERS

St. Anastasia School has many opportunities to help out during the school day. Would you like to read with students? Be a recess monitor? Help out in the library? These and other possibilities are available throughout the school year.

104 - BASKETBALL COMMITTEE

St. Anastasia has a long history of teaching and mentoring students through basketball. For years St. A's has hosted one of the largest elementary school basketball tournaments in the area. Proceeds go to school improvements like basketballs, hoops, boards and keeping up our gym floor. Volunteer to coach your child's team as they practice and take part in league play. Help with the Junior Saints start-up program. Or volunteer at the annual tournament. You don't have to love basketball, but you will love watching your child on the court with his or her classmates representing St. A's!

105 - SPECIALIZED VOLUNTEER

Do you have a profession or special training that lends itself to making St. Anastasia School a success? Perhaps you are computer savvy and could help with our technology needs. Maybe you can help the school office on a special project. Or perhaps your carpentry or electrician skills could make an expensive project slightly more affordable. Please contact the principal or pastor.

FAITH FORMATION - 200

STAFF CONTACTS:

Jake Burmis, Youth Minister

320-587-6507 or youthmin@stanastasia.net

Jennifer Eckstein, Religious Education

320-587-6507 or religioused@stanastasia.net

201 - CHILDREN'S LITURGY OF THE WORD VOLUNTEERS

Volunteers lead the Children's Liturgy during the Sunday Masses. A leader's guide is provided that walks you through what to say and do with the kids.

202 - ATRIUM (AGE 3-5)

Volunteers help the coordinator to develop material for the program.

203 - CATECHIST FORMATION (PRE K - 5TH GR)

Work with a partner to guide small group discussion, implement planned activities and provide a safe, fun and faith enriching environment for the youth. Arts and crafts, and hands on help is also needed for these grades.

204 - CATECHIST FOR EDGE (GRADES 6 - 8)

Join the middle school EDGE program! All grades engage in the same yearly theme and weekly topics. This is a three-year revolving program so participants can join in any year. EDGE places equal emphasis on the three movements of faith formation: knowledge, passion, and service/justice (head, heart, hands). Catechist training is provided. Catechists and assistants are needed for this program.

205 - CATECHIST FOR CONFIRMATION (GRADES 9-11)

Confirmation catechists and assistants are needed to guide our youth preparing for the sacrament of Confirmation. Come share your Catholic faith with the future of our parish!

206 - YOUTH GROUP (GRADES 9-12)

Youth Group leaders are needed to assist in activities, planning, small group discussion, and many other areas. Come share your Catholic faith with the future of our parish!

207 - VACATION BIBLE SCHOOL VOLUNTEERS

Assist groups of children (mixed ages) with a variety of activities during Vacation Bible School. A manual containing lesson plans is provided. Training and support are also provided. Individual leader roles and team leader roles are available. Adults and youth Grade 9 and older are welcome to assist with leading VBS.

208 RITE OF CHRISTIAN INITIATION OF ADULTS - (RCIA) AND CHILDREN (RCIC) TEACHING TEAM

Journey with RCIA candidates through their preparation to become a member of the Catholic faith. Teachers and sponsors need to be active Catholics who possess good listening skills and a willingness to share their faith experience, including participation in the Holy Triduum, culminating with the Easter Vigil.

209 - MARRIAGE MENTOR COUPLE

A mentor couple works closely with an engaged couple during their marriage preparation process to assist the priest in laying a foundation of faith and knowledge from which to fully enter into marriage and family life. The results of the Premarital Assessment Inventory (FOCCUS) will help the mentor couple tailor their meetings to the specific needs of the engaged couple. The mentor couple will be available for prayerful support during the preparation process as well as meet with the engaged couple to answer any questions regarding marriage and family life and to welcome the engaged couple into our parish family.

210 - ADULT EDUCATION

To lead, assist, or participate in ongoing formation in one's Christian life in the church. To develop a longing to become a lifelong learner of the faith and a deepening relationship with Jesus.

BUSINESS, BUILDING, & GROUNDS - 300

301 - MONEY COUNTING

Work with a team to count proceeds from the Sunday collection. Requires good math and money counting skills.

302 - CLERICAL WORK

Sort, collate, and stuff mailings. Assist in simple clerical work in the parish office. Qualifications include the ability to sort/alphabetize and able to handle repetitive motions.

303 - GARDENING GROUP

This group attends to outdoor gardens: water, prune, fertilize, assist with planting and weed control. Qualifications include having a green thumb, ability to work alone; light lifting required (less than 10 pounds). Sign up for an area for a month or for the entire summer. Great opportunity to share in the outdoor maintenance of St. Anastasia as a family or small group of friends.

304 - SPECIAL PROJECTS

Help out with special projects as needed, such as painting, consulting on building projects, mowing the lawn, etc.

MEDIA & TECHNOLOGY - 400

401 - CHURCH LIVE STREAMING

A person comfortable with technology is needed to oversee the streaming of indoor Masses over the internet to worshippers in distant locations. He/she doesn't have to be an expert right away but should feel comfortable receiving and implementing some light training regarding streaming, using our cameras and sound system, and some basic setup/takedown procedures for a streamed Mass. Tech-savvy youths are encouraged to consider this ministry.

402 - SOCIAL MEDIA

To provide aide in developing posts and upgrades for Facebook, webpage, bulletin, front sign, and other media outlets used by St. Anastasia. Computer knowledge is helpful!

403 - TECHNOLOGY MAINTENANCE

To provide aide in developing procedures, upgrades, and direction for technology at St. Anastasia.

OUTREACH - 500

501 - HOMEBOUND EUCHARISTIC MINISTRY

St. Anastasia Catholic Community provides opportunities to bring the Eucharist to Catholics at various places in Hutchinson.

502 - FUNERAL HOSPITALITY - DAY OF FUNERAL

St. Anastasia Catholic Community provides an opportunity for parishioners to be present to families of those who have lost a loved one. Volunteers usher or setup.

503 - CARD MINISTRY

Write cards to new members, the newly baptized, newly married couples, and to the families of those who have passed.

504 - COMMUNITY EVENTS & HOSPITALITY

Work with team to plan, schedule, and launch specific events. (Box of Joy, coffee & rolls after mass, meals, Fall Festival). A member would enjoy event planning, working with a team of volunteers, and providing hospitality.

WORSHIP / LITURGY - 600

601 - ALTAR SERVER

Assist the priest throughout the Mass. Participation includes carrying the cross or torches in the entrance processional, holding the Roman Missal for prayers, and assisting in preparations for the Liturgy of the Eucharist.

602 - DECORATING COMMITTEE

To make certain the worship space serves the needs of the assembly adequately and attend to seasonal enhancement. Artists, flower arrangers, carpenters, designers, quilters, graphic artists, decorators, photographers—all are needed at various times.

603 - EUCHARISTIC MINISTER

Distribute Communion to the assembly at weekend Masses and special worships. The ability to serve in a liturgical role in a reverent and prayerful manner and love for people of God is needed. Volunteers must accept Catholic Eucharistic theology and be confirmed. Training is required and provided.

604 - GREETER

Welcome and show hospitality to people coming to worship St. Anastasia. This includes but not limited to assist to people with special needs, such as assist with handicap door, providing directions, distributing parish information and assisting the ushers in emergencies. A successful greeter is one who enjoys meeting and greeting people, especially those who may be strangers and helping all who enter our church doors feel welcome.

605 - USHER

An usher's job is to help seat people before Mass, take up the weekly collection, and in the event of an emergency, direct the congregation regarding where to go for their own safety. We have a few trainings throughout the year to make sure they are well-acquainted with our Emergency Disaster Plan. A successful usher is someone who likes helping others and feels comfortable giving directions to people with questions.

606 - LECTOR

Proclaim the first and/or second readings, commentary, and intercessory prayers during Mass. A successful Lector is a competent proclaimer of the Word and can easily be understood by those listening in the congregation.

607 - MUSIC MINISTRY

The music ensemble unifies and assists the assembly's sung prayer and supports the liturgical action through music. A member should enjoy singing with a group, willing to proclaim the Word of God through song, and cooperate for the combined sound under the direction of the director. The ability to read music is a benefit but not a requirement. Music accompanists play the piano, organ or other instrument to support the assembly sung prayer.

608 - CHILDREN'S CHOIR

If you are a child in grades 2-6, we'd love to have you sing in the newly formed Children's Choir! The frequency and volume of that music depends on how many are able to join and consistently attend.

609 - MUSIC - YOUTH CHOIR

The Youth Choir unifies those gathered to worship through music, assists the assembly's sung prayer, and supports the liturgical action through music. This choir is intended for grades 6-12.

610 - SACRISTAN

Sets up for Mass including setting out the chalices, hosts, wine and other liturgical items before each liturgy. If necessary, turn on the lights and sound system. Purify and store all vessels after Mass, and turn off lights, sound

system and secure all the doors. A successful Sacristan handles sacred vessels with reverence and willingness to serve behind the scenes as needed. Confirm prior to each Mass that all liturgical roles are covered and locks the church after Mass.

611 - LINEN CARETAKER

Pick up the used linens and towels from the sacristy after the weekend Masses, wash and iron the linens, and return them to the sacristy before the next weekend's Masses. Washing and ironing instructions are provided. Participants must provide their own transportation, washing, and ironing facilities.

612 - CLEANING GOD'S HOUSE & PLANT CARE

Volunteers water and maintain the plants that are used seasonally on the altar and other areas of the worship space. Having a "green thumb", knowing what a plant needs and when it needs it is helpful. Organize and help deep cleaning events for all parishioners quarterly.

613 - EUCHARISTIC ADORATION

Parishioners commit to spending quiet time (one hour per week) praying before the Blessed Sacrament. This gives Jesus great honor and is an act of humility by acknowledging our need for, and dependence upon Him.

614 - PRAYER CHAIN MEMBER

This group of volunteers receives prayer requests. Anyone can call upon St. Anastasia Catholic Community to request prayers for a family member or friend in need.

615 - ROSARY GROUP

The rosary is a beautiful, powerful prayer of the Church loved and prayed by Catholics from ancient times to the modern day. Come discover the blessings of praying the rosary communally. The Rosary is prayed 30 minutes prior to all Masses.

CEMETERY COMMITTEE - 700

This committee oversees the maintenance and expansion of the cemetery grounds and the marking of burial plots. They also keep the cemetery rules and regulations current. Volunteers are also needed to help out in the fall and spring with cemetery clean up.

PARISH ORGANIZATIONS - 800

Knights of Columbus
Council of Catholic Women
Catholic United Financial