



MARY
IMMACULATE
PARISH

PARISH MINISTRY GUIDE



716 E. Washington, Kirksville, MO 65301
660-665-2466 | miparish.org

Table of Contents

What is Stewardship?	6
Pillars of Stewardship	6
Diocesan Stewardship Prayer	7
Pillar of Hospitality Ministries	8
Pillar of Prayer Ministries	12
Pillar of Formation Ministries	18
Pillar of Service Ministries	24
Safe Environment	29

STEWARDSHIP EXPECTATIONS

Discipleship calls us to more than membership; it calls us to active stewardship. To support all the ministries of the parish, we need every family's active stewardship in the parish.

What does stewardship ask of all members of the parish?

- **Commitment to pray.** That is, actively and regularly attend Mass on weekends and Holy days of Obligation.
- **Commitment to participate.** That is, offer their talents and a portion of their time to serve the parish community and be a part of its fellowship and opportunities for ongoing Christian formation.
- **Commitment to sacrificially give.** That is, generously and proportionately pledge a portion of the "first fruits" of material treasure to support the operation and ministry of the parish church. The goal for Christians is the Biblical tithe (10%) and all are called to strive toward that goal.

All parish families are expected to enshrine these 3 sacrificial commitments through the completion of annual Catholic Stewardship Renewal forms. In addition, parish families must strive to stay current on their commitment in order to be considered active stewards in the parish.

PARISH STAFF

Msgr. Marion Makarewicz, Pastor

Dr. David Ream, OFS, Deacon

Chris Korte, Deacon

Edwin Pacheco, Deacon

Lynn Carter, Secretary and VIRTUS coordinator

660-665-2466

Mary Wolken, Bookkeeper

660-665-2466

Ann Gray, Principal

660-665-1006

Betty Cox, School secretary

660-665-1006

Chris Koch, Religious Education Coordinator

Janelle Stephens, Youth Director

MASS TIMES

Tuesday	5:30pm
Wednesday	7:00am
Thursday	8:00am
Friday	7:00am
Saturday	5:30pm
Sunday	9:00am and 11:00am

RECONCILIATION

Fridays from 4:30pm-5:15pm, and Saturdays from 4:30pm-5:15pm or by appointment.

EUCCHARISTIC ADORATION

Fridays, 7:30am-6pm

STATIONS OF THE CROSS

Most Fridays in Lent, 12:30pm and 7pm

STAY CONNECTED

Facebook: facebook.com/maryimmaculateparish
YouTube: youtube.com/channel/UC4py17NWQhZPaN4HqqLdwCg
Website: miparish.org

SCHOOL INFORMATION — Mary Immaculate School

712 E. Washington St
Kirksville, MO 63501-3179
660-665-1006
Website: www.miparishschool.org

SACRAMENTS

Anointing of the Sick

The Sacrament of the Sick is available by request and appointment whenever a person is seriously ill, has grown weak under the burden of the years, is preparing for a significant health procedure, or for whenever someone is in danger of death. The parish offers the sacrament monthly to those elderly or infirm who are in need of the sacrament at the Young at Heart gatherings. In any emergency, please call the parish office to request a priest. Contact Msgr. Makarewicz.

Infant Baptism

Infants are to be baptized without undue delay soon after they are born. Parents who are expecting the birth of a child should contact the parish office to set up a baptismal preparation class. It is expected that all students who enroll in the Catholic School who are children of at least one Catholic parent have already been baptized or that arrangements are made for baptism as soon as possible. Contact Deacon Dave Ream.

Rite of Initiation for Adults and Children of Catechetical Age

Adults who have never received a Christian baptism are invited to begin the journey of Initiation during a season of inquiry where they become acquainted with the Catholic faith and begin to know our community. Through various Rites, prayers, and faith formation, the Catholic faith will be shared with the inquirers to lead them through various stages of faith, culminating in the celebration of Baptism, Confirmation, and Eucharist at the Easter Vigil. Children of catechetical age will participate in the Rite of Christian Initiation for Children and will be accompanied in their journey to full initiation in the Church over a period of time as their developmental progress suggests. Christians who have already been validly baptized are invited to become candidates for full reception into the Church through a profession of faith and the Sacrament of Confirmation, completing initiation with their First Holy Communion. The reception of baptized Christians can happen throughout the year as the candidates are properly disposed to complete their journey into the Church through study, prayer, and fellowship.

Confirmation

The Sacrament of Confirmation is celebrated in the Diocese of Jefferson City during seventh and eighth grade. Every other year, the parish includes confirmation preparation in the regular religious education classes of both the Catholic school and the parish school of religion. The sacrament is celebrated in the Spring as a confirmation class.

First Communion & First Reconciliation

The customary time for preparing for and celebrating First Holy Communion and a child's first Sacrament of Reconciliation is during the second grade of elementary school. Children prepare for Reconciliation in the Fall and celebrate the sacrament some time in before Christmas. Preparation for First Holy communion takes place during the Spring semester. The preparation culminates in the child's reception of Holy Communion at a Sunday Mass with their classmates at the beginning of May. The individual celebration of First Communion at a Sunday Mass can also be arranged for in consultation with the pastor.

What is Stewardship?

What identifies a steward? Safeguarding material and human resources and using them responsibly are one answer; so is generous giving of time, talent and treasure. But being a Christian steward means more. As Christian stewards, we receive God's gifts gratefully, cultivate them responsibly, share them lovingly in justice with others and return them with increase to the Lord.

We plant seeds, knowing they hold hope for the future. We lay foundations, knowing much building must follow. There is a sense of liberation, however, in realizing this. We can do something, and we can do it very well. We can take the first step in making a difference, knowing that we may never see the end of the road, the results of our actions, the recipients of our giving. We receive and offer the gift of hope. The harvest will come.

Many of our days are spent "growing dirt," preparing the soil for future plantings. That is an act of hope. We know we are only workers, not the Master Gardener. Accepting the gifts of silence, light, the guiding Spirit and hope, we are co-creators of the future, which is in God's hands.

Pillars of Stewardship

The four pillars of stewardship are **Hospitality, Prayer, Formation** and **Service**. These pillars invite parishioners to experience, witness and live the stewardship way of life in response to their baptismal call to discipleship. Each baptized person is called to give of time, talent and treasure to strengthen these four pillars that support the parish community — your parish community.





DIOCESE OF
Jefferson City

Stewardship Prayer

Dear Heavenly Father,

My parish is composed of people like me; I help make it what it is.

It will be friendly,

if I am.

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 parish of loyalty and love, of fearlessness and faith,
and a parish with a noble spirit,

if I, who make it what it is, am filled with these same things.

Therefore, with Your help, O God,

I shall dedicate myself to growing our faith by being all things that
I want my parish to be. Amen.



PILLAR OF HOSPITALITY

“Let mutual love continue. Do not neglect hospitality, for through it some have unknowingly entertained angels.”

—Hebrews 13:1-2

We strive to make every parishioner and guest feel welcomed and appreciated in our parishes. We are one body — one community in Christ. The pillar of Hospitality brings parishioners together through social activities to foster fellowship and strengthen our union as a parish and with God. These activities help build relationships and encourage involvement in our parish ministries and service opportunities. In turn, Catholics grow in their faith and desire to evangelize and extend the same hospitality to those outside of our own community.

ADMINISTRATION COMMISSION MEMBER

An Administration Commission Member serves the community by committing to a term on the commission most concerned with providing a safe, effective, and welcoming facility for our pastoral and liturgical life. In addition to facilities management, the volunteers also assist according to their skill set in human resource management, long-range planning, and safety and security.

COFFEE & DOUGHNUTS VOLUNTEER

A Coffee and Doughnuts Volunteer manages the weekly coffee and doughnuts provided after the 9:00 AM Sunday Mass.

COMMITMENT & RENEWAL COORDINATOR

The Commitment and Renewal Coordinator serves the parish by organizing the annual Catholic Stewardship Renewal program in collaboration with the Diocesan Stewardship Office.

DATA TECHNICIAN

A Parish Data Technician assists the parish secretary and the Stewardship Council in managing the parish data resources, especially in regard to effective use of time and talent information and other stewardship information.

DEVELOPMENT & LONG-RANGE PLANNING COORDINATOR

The Development and Long-Range Planning Coordinator serves the parish by leading the pastoral planning efforts of the parish, especially in terms of resource development and on-going facilities planning.

ENVIRONMENTAL STEWARDSHIP VOLUNTEER

We are all called to be stewards of creation by caring for our common home. An Environmental Stewardship Volunteer assists the parish in being responsible stewards of our natural resources, especially in leading conservation, recycling, and sustainability practices.

FACILITIES MAINTENANCE COORDINATOR

The Facilities Maintenance Coordinator commits to a term of service on the parish Administration Commission and according to experience and expertise, ensures that all our facilities are well-maintained, useful, and effective for pastoral and liturgical activities. This volunteer especially assists the pastor in managing the professional services required for a well-maintained facility.

LANDSCAPING & FLOWER BED VOLUNTEER

This grounds volunteer helps keep our outdoor facilities safe, attractive, and well-maintained throughout all the seasons of the year.

MAINTENANCE VOLUNTEER

A Maintenance Volunteer assists from time to time by being on call for consultation when there is a facilities emergency and advice or an immediate response is required, according to skill and expertise.

OFFICE ASSISTANT VOLUNTEER

A Volunteer Office Assistant assists the community by temporarily providing services in the parish office when parish office employees are on vacation, on a day off, or require extra help.

PHOTOGRAPHER

The Parish Photographer ensures that a worthy and accurate visual record of pastoral and liturgical events in the parish is taken and shared appropriately.

SAFETY & SECURITY VOLUNTEER

The Safety and Security Volunteer serves as a member of the Administration Commission and assists in their leadership in regard to providing a safe and secure facility for our pastoral and liturgical activities.

SCHOOL GROUNDS VOLUNTEER

A School Grounds Volunteer regularly participates in cleanup events for the playground and other outdoor school facilities. This volunteer assists in maintaining the safety and utility of the playground equipment.

SOCIAL MEDIA VOLUNTEER

A Social Media Volunteer assists the community in managing the parish's presence on the various social media platforms, especially through effective and appropriate communication of events and information.

STEWARDSHIP COUNCIL MEMBER

The Stewardship Council assists the Pastor in his role of guiding the community in receiving God's gifts of time, talent and treasure with gratitude, accounting for them as precious signs of God's care for us, and in sharing them generously, sacrificially and proportionately in justice and love with others, that these gifts of grace may be returned with increase to the Lord. Members of the Stewardship council provide the leadership and service required for helping our parish become better stewards of God's grace.

STEWARDSHIP FORMATION COORDINATOR

The Stewardship Formation Coordinator leads the efforts to provide on-going formation in the theology and spirituality of Stewardship and in maintaining best pastoral practices in regard to the stewardship of time, talent, and treasure.

SWEETHEART DINNER VOLUNTEER

A Sweetheart Dinner Volunteer assists in the planning and completion of the annual benefit dinner for the good of the entire parish.

TECHNOLOGY COMMITTEE VOLUNTEER

A Technology Committee Volunteer assists in managing the technological resources of our facilities so that they are well-maintained, up-to-date, and effectively used. Special skills in network technology, audio-visual technology, and communication and security systems are greatly valued in this volunteer

TIME & TALENT COORDINATOR

The Time and Talent Coordinator ensures that the annual Catholic Stewardship Renewal commitments to service are effectively managed and put to use in the pastoral and liturgical life of the parish, especially through collaboration among the various parish commissions.

WELCOME & HOSPITALITY COORDINATOR

The Welcome and Hospitality Coordinator understands that hospitality underpins every aspect of parish life. This volunteer is able to coordinate the many activities of welcome, fellowship, and individual recognition that

enhance our community, especially in assisting parishioners to know each other well and share in their journeys of faith at any stage of life.



PILLAR OF PRAYER

“Have no anxiety at all, but in everything, by prayer and petition, with thanksgiving, make your requests known to God.”

—Philippians 4:6

Prayer brings us closer to God. Spending time with God in prayer is part of being a Christian steward. Through prayer, Christian stewards place themselves in God's hands so He can direct their hands to serve according to His will. It is through prayer and participation in the Mass that we learn to recognize, receive, accept and share God's grace and giftedness in love of God and neighbor.

ALTAR LINENS VOLUNTEER

An Altar Linens Volunteer shares in the duties of maintaining the linens used during the Sacred Liturgy. The volunteer follows the established protocols for laundering linens so as to respect the sanctity of the holy fabric used in the Liturgy.

ALTAR SERVER COORDINATOR

The altar server coordinator serves as a point of contact between the pastor and the children who are old enough to serve. The coordinator recruits servers, assists in training servers, and helps in scheduling servers for the liturgies of the parish. The coordinator also assists in ensuring that servers are recognized for their service regularly through server gatherings and activities.

ALTAR SERVER — SUNDAY MASS

Altar Servers are young people in the fourth grade and older who carry the cross, the processional candles, hold the book for the priest celebrant when he is not at the altar, carry the incense and censer, present the bread, wine, and water at the altar during the preparation of the gifts or assist him when he receives the gifts from the people, wash the hands of the priest, and assist the priest celebrant and deacon as necessary. Servers respond to the prayers and dialogues of the priest along with the congregation. They also join in singing the hymns and other chants of the liturgy.

ART & ENVIRONMENT VOLUNTEER

A volunteer for the art and environment procures, manages, and makes available the practical, artistic and liturgical materials necessary for a worthy celebration of the liturgy according to the season of the year and degree of solemnity. The vestments and sanctuary paraments are under this ministry, as are all decorative elements of the sanctuary and the church.

AUDIO-VISUAL TECHNICIAN

An Audio-Visual Technician is familiar with the technology used to enhance the sound and visual experience of our worship. The technician manages the inventory of microphones, mixers, amplifiers, and speakers so that they are in good working order and provide effective output. The technician also trains the ministers to use the sound equipment to its full potential.

CANTOR/SONG LEADER — SUNDAY MASS

A Cantor at Sunday Mass leads the congregation in singing the chants, hymns, and responses during the service by inviting and enabling congregational participation. The cantor is usually accompanied by a keyboard or other instrument, but is prepared on occasion to lead the congregation a capella. A cantor is able to chant the responsorial psalm and sing other solo parts as required by the liturgy. Since to sing is to pray twice, the cantor plays an important role in enhancing the worship of God.

CEMETERY BOARD MEMBER

The Cemetery Board Member commits to a term of service on the parish cemetery board in order to ensure that this holy patrimony and testament to our faith in Eternal Life is well-maintained and utilized by our parishioners.

CHOIR MEMBER — SUNDAY MASS

A Choir Member at Sunday Mass sings with others in a small or large group to support the congregational singing of the various chants, hymns, and responses during the liturgy.

EXPOSITION & ADORATION PARTICIPANT

An Adoration of the Blessed Sacrament participant commits to a weekly Holy Hour in the Sacred Presence of Our Lord Jesus Christ exposed on the Altar for worship and adoration.

EXTRAORDINARY MINISTERS COORDINATOR

The coordinator of the Extraordinary Ministers of Holy Communion recruits, trains and inspires those who assist the priest in distributing communion to the faithful within mass and to those who are sick or unable to come to the Eucharist so that communion is distributed in a reverent and accessible manner. The coordinator arranges the regular commissioning of ministers to fulfill diocesan requirements. The coordinator assists in scheduling ministers at the various liturgies so that the ministry is shared appropriately among the faithful. The coordinator also arranges training workshops for new ministers and continuing education for veteran ministers.

EXTRAORDINARY MINISTER OF HOLY COMMUNION — SUNDAY MASS

An Extra-Ordinary Minister of Holy Communion assists the Ordinary Ministers of Holy Communion in distributing the Precious Body and Blood of Christ at the Sunday Mass. Extra-Ordinary Ministers are trained in the requirements of this ministry and are publically commissioned as called for in universal and particular liturgical law.

EXTRAORDINARY MINISTER OF HOLY COMMUNION — SICK & HOMEBOUND

An Extra-Ordinary Minister of Holy Communion for the Sick and Homebound assists the Ordinary Ministers of Holy Communion in bringing Holy Communion to those who through illness or other circumstances are unable to join us at Mass in Church. Extra-Ordinary Ministers are trained in the requirements of this ministry and are publically commissioned as called for in universal and particular liturgical law. This ministry is specialized in that it does not necessarily include service during Mass distributing to the congregation.

FUNERAL LITURGY VOLUNTEER

Funeral liturgies often require volunteers to assist in preparing for the service through hospitality, liturgical ministries, and personal witness of our parish's desire to be with others in times of grief and loss. A funeral liturgy volunteer is ready whenever the opportunity presents itself to put into practice the works of mercy during our funeral services.

KEYBOARDIST — SUNDAY MASS

A keyboardist accompanies the singing of the various parts of the Mass in such a way that the congregation, led by the cantor or choir, is able to sustain pitch, rhythm and meter as the music requires. The keyboardist ensures that the inestimable treasure of the Catholic musical tradition is available to all for enhancing the beauty and reverence of our worship.

LIVESTREAM TECHNICIAN

A Live Stream Technician manages the audio-visual equipment that is used to stream the liturgies in the Church. The technician is familiar with all the network technology required for a worthy and impactful streaming of the Mass. Mindful of the many in our community who are unable to participate in person in the liturgy because of health issues, the technician for live streaming extends our hospitality outside of the boundaries of our facility.

MUSICIAN — SUNDAY MASS

A Musician at Sunday Mass accompanies the cantor, choir, and congregation so that the singing of the required parts of the service are done in a manner worthy of the Lord. Instrumentalists of many and various types are welcome to participate and enhance the accompaniment.

PRAYER & DEVOTIONS PARTICIPANT

Participants in the Ministry of Prayer and Devotion deepen the prayer life of our community by faithful commitment to the rich devotional life of the Catholic Church. Under the leadership of the Worship Commission, participants give special attention to the communal recitation of the rosary, Adoration and Benediction of the Blessed Sacrament, the Divine Mercy Chaplet, processions, novenas, and the Way of the Cross. Enrollment and participation in the parish's Ministry of Praise, Petition, and Intercession is one way to participate in this ministry.

READERS COORDINATOR

The coordinator of the ministry of reader recruits, trains and inspires parishioners to serve as ministers of the Word at public liturgies of the church so that the Word of God is encountered at each liturgy as living and effective. The coordinator assists in scheduling readers at the various liturgies so that the ministry is shared appropriately among the faithful. The coordinator also arranges training workshops for new readers and continuing education for veteran readers.

READER — DAILY MASS

A Reader at Daily Mass commits to proclaiming the Sacred Scriptures at weekday Masses. Part of this ministry is to be available to read at morning or evening prayer.

READER — SUNDAY MASS

The reader at Sunday Mass commits to being regularly scheduled to proclaim the Sacred Scriptures on Sundays or at Solemnities and other Feasts throughout the year. A reader commits to regular training renewal in their ministry and is commissioned in a public ceremony.

SACRISTAN — DAILY MASS

A Sacristan for Daily Mass prepares the sacred vessels and furnishings for the celebration of the Mass, ensures that the sanctuary is prepared for the celebration, and assists the priest and other ministers to prepare for the celebration of the Mass so that all the things and persons necessary for a worthy celebration of the liturgy are ready as needed. After the celebration,

the sacristan returns the liturgical items to their respective storage places and assists the other ministers in their duties after the service.

SACRISTAN — SUNDAY MASS

A Sacristan for Sunday Mass prepares the sacred vessels and furnishings for the celebration of the Mass, ensures that the sanctuary is prepared for the celebration, and assists the priest and other ministers to prepare for the celebration of the Mass so that all the things and persons necessary for a worthy celebration of the liturgy are ready as needed. After the celebration, the sacristan returns the liturgical items to their respective storage places and assists the other ministers in their duties after the service.

SEVEN SISTERS APOSTOLATE PARTICIPANT

A participant in the Seven Sisters Apostolate responds to the call to strengthen the Church by ensuring that a Holy Hour is prayed each day of the week for the sole intention of a specific priest or bishop—a “holy wasting” (cf. Mt. 26:10) or lavishing of prayer for his deeper conformity to Christ.

USHER — SUNDAY MASS

Welcoming is much more than opening doors and taking up the collection. An usher is a minister at the sacred liturgy, a minister of hospitality. They are the first person most people see when they enter the church for Mass. How an usher greets first-time visitors to our church, as well as long-time parishioners, can leave a lasting impression on those individuals and set the stage for a positive experience in the Liturgy. Hospitality also entails making the environment of the church welcoming, safe, comfortable and clean throughout the services.

WORSHIP COMMISSION MEMBER

The Worship Commission assists the pastor in the celebration of liturgies which invite full, active, and conscious participation in the divine mysteries of our faith. A Worship Commission member commits to a leadership position in one of the various liturgical ministries that the Commission manages.



PILLAR OF FORMATION

“I, the Lord, your God, teach you what is for your good, and lead you on the way you should go.”

—Isaiah 46:17

To grow as Christian stewards, all Catholics, young and old, must receive ongoing education (formation) in the faith. An understanding of stewardship is essential to bringing us closer to God because stewardship leads us to holiness. Formation of each individual becomes part of the formation of the parish community. As members of the Body of Christ, the parish recognizes it has a call from God to give and share His giftedness. Inherent within each individual is the need to give – to move from selflessness. Formation helps ignite and inspire a life-long journey of conversion. As one grows more deeply in formation, the more deeply one loves as God loves us. This is true for the individual steward and for the stewardship parish; as individuals grow in God, so too does the entire parish.

CHILDCARE AT EVENTS VOLUNTEER

A volunteer provider of childcare at special events is available to assist families with small children by providing childcare at parish facilities so that parents are better able to participate in pastoral activities.

CHILDREN'S LITURGY OF THE WORD LEADER — SUNDAYS

Volunteers at the Sunday Children's Liturgy of the Word helps open the Word to pre-school through 1st grade children at Sunday Mass. Two adults will lead the program each Sunday during the Liturgy of the Word at the 9:00 AM Mass using provided resources based on the Sunday Cycle of Readings.

EDUCATION COMMISSION MEMBER

The Commission on Christian Education and Faith Formation provides the primary leadership among parishioners in fulfilling the parish's responsibility for handing on the authentic tradition of the Catholic faith to parishioners of every age; facilitating the ongoing conversion of Christian disciples; and preaching the Gospel in the local community by word, sacrament and service. Members of the commission can participate as resource personnel or key responsibility area coordinators that lead the various aspects of faith formation. Meetings are held 8-10 times per year for planning, decision making, and resource identification in regard to faith formation in the lives of our parishioners.

GOLF TOURNAMENT VOLUNTEER

A Golf Tournament Volunteer serves at the annual benefit golf tournament for the parish school in many capacities: signing up teams, working with sponsors, managing the course of play, providing food and refreshments, and organizing the silent auction.

HOME & SCHOOL OFFICER

A Home and School Officer serves a term of leadership for the Home and School Association. By being an officer of the association, this volunteer assists in enhancing the relationship between the life of our students at school and in their homes, especially by coordinating activities which build up the school community and all who participate.

LIBRARIAN

We are a people of Word and Sacrament, therefore the holy texts of our faith are cherished resources of the tradition. A parish librarian assists in preserving our Tradition through the books and other media in the parish library in the parish center. Basic understanding of library management is a plus for this position, especially in library information systems. Our librarians assist others in finding personal and appropriate resources of all kinds for the particular part of the journey they walk.

LUNCHROOM VOLUNTEER

A Lunchroom Volunteer assists the lunch program manager in serving lunch in the school cafeteria. This volunteer is able to assist teachers and school staff in making sure that each lunch period is a healthy and rewarding part of the school day.

MARRIAGE PREPARATION MENTOR COUPLE

This ministry allows married couples in the parish to mentor engaged couples. Mentor and engaged couples meet 2-3 times prior to the wedding to visit about daily life in marriage. Meetings can take place wherever the couples feel comfortable – at home, restaurants or Church. Mentor couples, guided by the resources provided to them and their own experience of being married, give witness to faith in action. Couples are able to make a connection which helps the engaged/newly married couple to feel more engaged in their church family, form a relationship where they can discuss the realities of marriage and encourage each other to grow in faith.

MEN'S RETREAT VOLUNTEER

Each year Mary Immaculate hosts a day of retreat and recollection for the men of the parish as an outreach of our Men's Ministry. A retreat volunteer

helps in one of the following ways: hospitality, food and drink, venue logistics, and publicity.

NEWMAN CENTER BOARD MEMBER

The Catholic Newman Center for Truman State University hosts university students from all over, providing a community of faith to guide them at a crucial point in their lives. The Newman Center Board assists the pastor and the Newman Director in making sure that the Center achieves its mission. Board members offer guidance and expertise, especially in development and mission advancement.

PSR CATECHIST

A PSR catechist assists in forming the faith of the next generation by volunteering as a teacher and a witness during weekly PSR classes that take place during the school year for parish children who do not attend the Catholic school. Two adults will be the catechists for double graded classrooms on Wednesday evenings during the school year. Catechists will receive initial training before the school year begins. Continuing education in catechesis is through the online Franciscan At Home catechetics program. If you want to increase your faith, give it as a gift to someone else as a catechist.

RCIA SPONSOR

RCIA is the process by which adults who are interested in the Catholic faith journey toward full Communion into the Catholic Church. Ministering as a sponsor is a great opportunity to help bring others into faith by witnessing to, and sharing, your own faith. In journeying with one's catechumen or candidate, the sponsor's faith and prayer-life also deepens and is renewed. Being a sponsor is like being a bridge into the life of the parish for the RCIA candidate. A willingness to share your lived faith is the essential dimension of being a sponsor. Your primary role is one of accompaniment and witness. Others on the RCIA team provide the more formal catechesis.

RCIA TEAM VOLUNTEER

RCIA is the process by which adults who are interested in the Catholic faith journey toward full Communion into the Catholic Church. Ministering as a catechist on the RCIA team is a great opportunity to help bring others to faith by studying the truth about God and our salvation as handed on in the Tradition of the Catholic Church. In journeying with the catechumens and candidates, the RCIA catechist's own faith and prayer life is deepened and renewed.

SAFE ENVIRONMENT FACILITATOR

A Safe Environment Facilitator assists parishioners in fulfilling the Safe Environment requirements of the Church, especially in regard to initial training and certification through VIRTUS and the ongoing management of volunteer safe environment status.

SCHOOL ADVISORY COUNCIL MEMBER

A School Advisory Council Member serves the parish community by committing to a term on the School Advisory Council, the main group to assist the pastor and the principal in carrying out best practices in our Catholic School and forming local policy as required and necessary.

SCHOOL ATHLETICS VOLUNTEER

A School Athletics volunteers assists in the sports programs offered by our Catholic school as a coach, an equipment manager, a time-keeper, or facilities volunteer.

SCHOOL CLASSROOM VOLUNTEER

Our parish school has great teachers who lead the education journey for our children. School classroom volunteers assist the primary teachers in classroom management, individualized instruction, and student engagement.

SCOUTING LEADER

Being adult leader for Mary Immaculate's Cub Scout pack or Scouting BSA council helps youth develop the foundations for leadership, citizenship, and personal fitness through a wide range of activities. Leaders will be provided with training and support for the various leadership positions available.

SCRIPTURE STUDY GROUP MEMBER

The parish regularly offers weekly and monthly Scripture Study groups, in addition to special groups during Lent and Advent. A study group member grows in faith through faithful participation in the group's journey through the Bible guided by the Holy Spirit and the Church's teaching.

SMALL GROUP FAITH STUDY LEADER

Various opportunities for adult faith formation happen throughout the year which require leaders to facilitate the group's meetings, online and or in person. This role is for someone who has the organizational and communication skills to facilitate the group's processing of the chosen study programs.

WOMEN'S MINISTRY

Parish women find mutual support in whatever stage of life they are in through participation in workshops, retreats, conferences and fellowship. Through the sharing of faith, prayer, and service, the women of the parish find inspiration to live out their baptismal calling. Ministry volunteers facilitate activities to strengthen the faith of their sisters in Christ, they in turn bring light to others in living out their vocations.

WOMEN'S RETREAT VOLUNTEER

Each year Mary Immaculate hosts a day of retreat and recollection for the women of the parish as an outreach of our Women's Ministry. A retreat volunteer helps in one of the following ways: hospitality, food and drink, venue logistics, and publicity.

YOUTH MINISTRY VOLUNTEER

A Youth Ministry Volunteer assists the Youth Ministers in managing activities for our high school faith formation program.



PILLAR OF SERVICE

"If I, therefore, the Master and Teacher, have washed your feet, you ought to wash one another's feet. I have given you a model to follow, so that as I have done for you, you should also do."

—John 13:14-15

We strive to be servant ministers to the needs of our parish members, the wider community and Church. We strive to serve compassionately those who are hurting or in need, lost or alone, or suffering in any way. We give thanks to God for all the gifts we have received, and we celebrate the special events in the lives of parishioners.

ADVENT ANGEL GIVING TREE PARTICIPANT

Each year the parish identifies many individuals and families who need special assistance to make Christmas a time of joy and peace. Advent Angel volunteers help procure names of people to assist and what their needs are, arrange the ornaments for parishioners to take and fulfill, and manage the drop-off and delivery of the Christmas presents.

BLOOD DRIVE VOLUNTEER

From time to time Mary Immaculate hosts a blood drive. A blood drive volunteer assists in scheduling these events, providing an appropriate and welcoming location for the drive, and in communicating to the parishioners the details of the drive.

CARRY-IN FOOD PREP VOLUNTEER

Food prep volunteers are willing to cook a dish to bring in for a special occasion such as a funeral dinner, parish event, or compassion meal. The dish might be an appetizer, a side dish, a salad, a dessert, or whatever the home cook can offer.

DIRECT CHARITY VOLUNTEER

The parish provides significant direct charity in the form of rent deposits, temporary lodging vouchers, utility bill payments and other emergency funding. A direct charity volunteer works with different service agencies to identify people in need in our community and ensure our charity is put to immediate and beneficial use.

FINANCE COUNCIL

Msgr. Makarewicz, 660-665-2466, monsignor.mak@miparish.org

A Finance Council Member commits to a three-year term on the Parish Finance Council as appointed by the pastor so that canonical requirement

and diocesan policy, along with best financial practices of the temporal goods of the parish, are fulfilled.

FOOD DRIVE COORDINATOR

Food drive coordinators assist in special drives from time to time managing the reception of donated foodstuffs at parish facilities, organizing the donations, and/or delivering the donated goods to the food pantry.

FOOD MINISTRY VOLUNTEER

Food and fellowship are essential components of hospitality, especially for events marking major life transitions. A food ministry volunteer participates in one or more of the many important roles that are part of food hospitality especially the procurement of foodstuffs and management of the dishes that are carried in, delivering compassion meals for a family at a special time of need, setting up, serving and cleanup for funeral dinners, service at parish carry-ins, and cooking dishes for a meal train or for special parish events and activities.

FOOD PANTRY VOLUNTEER

The Food Pantry for Adair County provides food to those who are experiencing food insecurity in our area. Pantry volunteers can fulfill many different roles from serving helping unload delivery trucks, making up the food parcels, managing food stock and storage, intake and reception duties, and service on the PAC's board,

HOPE'S KITCHEN VOLUNTEER

Mary Immaculate provides the facility for the ATSU sponsored food service project Hope's Kitchen. Twice a month from August through April, over 150 meals are served for eating in, pickup, or delivery. A volunteer could fulfill any of the many roles required in the preparation, service, and delivery of fresh, hot meals. A parish volunteer for Hope's Kitchen will assist in ensuring that Mary Immaculate plays a significant and productive role in this worthy community outreach.

IMMIGRANT OUTREACH VOLUNTEER

Our community has a growing immigrant population from many different regions of the world. An immigrant outreach volunteer provides guidance and support to the immigrant population as it navigates the complex legal, political, and economic challenges of social integration. An immigrant outreach volunteer also helps parish leadership and fellow parishioners ensure that our parish is hospitable and welcoming in worship, service, and fellowship.

KNIGHTS OF COLUMBUS

The Knights of Columbus is the premier fraternal organization for Catholic Men. Started over 125 years ago as an insurance company for Catholic Immigrants, the Knights of Columbus has expanded to be a world-wide leader in charitable service and support of the mission of the Catholic Church. Membership is open to Catholic men 18 years or older.

MENTAL & BEHAVIORAL HEALTH OUTREACH VOLUNTEER

While there are many avenues of professional assistance for those struggling with emotional and behavior illnesses and for their families, community support and outreach are still necessary. Advocacy in the form of promoting awareness, support in the form of friendship, and presence to overcome the experience of isolation that so often accompanies a wounded soul are some of the ways our parish can demonstrate our compassion for those who are poor in spirit.

OFFERTORY COUNTER

An Offertory Counter is a member of a team that sorts and counts the weekend offertory each Sunday in a secure and trustworthy manner. The teams are an important part of the parish's stewardship of the treasure that God has blessed us with.

PARISH PASTORAL COUNCIL MEMBER

A Parish Pastoral Council Member commits to a three year term of service on the Parish Pastoral Council, the main advisory body for the pastor in regard to implementing our parish vision and mission.

PRO-LIFE MINISTRY

A pro-life ministry volunteer helps coordinate the parish's effort to be informed on the Church's teaching on the life and dignity of the human person from conception to natural death. A pro-life ministry volunteer assists others in responding to threats against human life through prayer, witness, and direct action. Of special importance are the annual March for Life in Washington, D.C., the pro-life rallies in Jefferson City, and local events in the cause of life.

QUILTER

Parishioners gather on Monday and Wednesday morning to work on the quilts that are raffled throughout the year. A quilting volunteer can also participate by providing quilt tops or finish sewing once the quilting is complete.

RIDE ASSISTANCE

A ride assistance volunteer helps those who might need a ride to church on occasion. From time to time, our fellow parishioners might need assistance in making a doctor's appointment in town or out of town, especially before and after surgery.

SOCIAL CONCERNS COMMISSION MEMBER

The parish commissions provide leadership in the four areas of pastoral engagement. Commission members participate in scheduled meetings to provide advice to the pastor based on their areas of interest and expertise. A social concerns commission member is especially involved in the ministry of charity and the parish's engagement in the corporal works of mercy either as a coordinator or volunteer for one or more of the many outreach ministries of the parish.

VISITATION MINISTRY PARTICIPANT

A minister of visitation makes weekly visits to the homebound or to those in care facilities to ensure that all our parishioners feel a continued part of the community even though they are not able to be physically present. Bringing Communion to the homebound, the sick, and to those in care facilities is a special aspect of this ministry.

YOUNG AT HEART VOLUNTEER

The parish's outreach to the elderly is called Young at Heart. A Young at Heart volunteer assists at the First Friday Masses and luncheons provided for the senior members of our community. Part of this ministry would be providing information and services that are of special interest to the elderly and those with special health care needs.

Safe Environment

The Safe Environment Program of the Diocese of Jefferson City was developed to ensure the safety of minors, as required by the United States Conference of Catholic Bishops (USCCB's) "Charter for the Protection of Children and Young People." There are distinct requirements for parents, volunteers, employees, priests, deacons, religious brother and sisters, seminarians and deacon candidates. Each category and the requirements are listed below.

1.1. Safe Environment Requirements for Adult Employees, Priests, Deacons, Religious Brothers and Sisters, Seminarians and Deacon Candidates

All adult employees, priests, deacons, religious brothers and sisters, seminarians and deacon candidates must accomplish the following prior to engaging in any Church related activities or employment for the diocese:

- ▶ complete a Protecting God's Children (VIRTUS) workshop in-person or online and agree to ongoing online training;
- ▶ agree to complete a national background screening that evaluates any history related to criminal charges, and agree to automatic rescreening every three months;
- ▶ complete the state Family Care Safety Registry background check form; and
- ▶ read and consent to the Code of Pastoral Conduct by providing an electronic signature.

1.2. Safe Environment Requirements for Volunteers Whose Duties Involve Contact with Minors

All volunteers whose duties involve contact with minors must accomplish the following prior to volunteering:

- ▶ complete a Protecting God's Children (VIRTUS) workshop in-person or online;
- ▶ agree to a national background screening that evaluates any history related to criminal charges, and agree to automatic rescreening every three months; and
- ▶ read and consent to the Code of Pastoral Conduct.

1.2.1. All K-8 Catholic school parents/guardians are required to complete the requirements in 1.2. Parents/guardians who fail to complete these requirements will not be allowed to enroll their children in Catholic schools. In some instances, the Catholic Schools Office in collaboration with the Office of Child and Youth Protection may grant exemptions to this rule.

1.3. Safe Environment Requirements for Volunteers Whose Duties Do Not Involve Contact with Minors

All volunteers whose duties do not involve contact with minors must accomplish the following prior to volunteering in any Church-related activities:

- ▶ complete a Protecting God's Children (VIRTUS) workshop in-person or online;

- ▶ agree to a national background screening through the National Sex Offender Registry completed by chancery personnel);and
- ▶ read and consent to the Code of Pastoral Conduct.

1.3.1. This category of volunteer must always be accompanied by someone who has completed all requirements for volunteers who work with minors (group 1.2).

1.4. Safe Environment Requirements for Volunteers Whose Duties Do Not Involve Contact with Minors and Who Volunteer No More Than One Time Per Calendar Year

All volunteers whose duties do not involve contact with minors and who volunteer no more than one time per calendar year must accomplish the following prior to volunteering in any Church-related activities:

- ▶ agree to a national background screening through the National Sex Offender Registry, completed by chancery personnel);
- ▶ read and consent to the Code of Pastoral Conduct; and
- ▶ complete the Single Occasion Volunteer Form that is available at [diojeffcity.org/safe environment](http://diojeffcity.org/safe_environment).

1.4.1. This category of volunteer must always be accompanied by someone who has completed all requirements for volunteers who work with minors (group 1.2)

*Source: Diocese of Jefferson City, Safe Environment Policy, updated February 23, 2022;
diojeffcity.org/safe-environment.*



Stewardship

GROWING OUR FAITH

"The fact we are Catholic is not only manifested in the beauty of our churches; it is in our daily living as generous stewards. I invite you to consider the ways in which you make room for God in your life through your personal, ongoing faith formation; by your active charitable works; and by personal prayer and active participation in Mass. Be not afraid to give yourself to Christ by being a generous steward. You will not regret it."

—Bishop W. Shawn McKnight

