

Ministry Handbook

EVANGELIZATION AND SPIRITUAL ENRICHMENT

110. Light of the World Retreat: No matter where you are in your faith journey, if you would like a personal encounter with the Lord and a greater understanding of the Catholic Faith, join us for this Parish retreat – Weekend retreat offered twice a year for all adults.

111. Men's Group: Men's Group for all adult men, meets every Saturday morning from 8:15-9:30AM in the lower level of Oak St. Church. Meetings include prayer, praise & spiritual edification, catechesis and petition. No need to RSVP, just show up.

112. That Man is You!: A 24 week interactive men's program focused on development of men in the modern world. It combines the teachings of the Catholic faith and wisdom of the saints to enhance men as Catholics, husbands, fathers and heads of their domestic church at home. Meets Saturday mornings in Community Center at 6:00 am.

114. Marian Group: Organizes activities (i.e. Parish May Crowning, Living Rosary, America Needs Fatima Rosary Rally) and provides educational opportunities (October Event Rosary Table) to increase devotion to Mary.

115. Our Lady's Rosary Makers: Learn how to make rosaries for our parish and Catholic Missions. We supply all the material and can teach you in one instruction session. Help us respond to Mary's request by supplying rosaries for Catholics to pray for World Peace.

119. Seven Sister Apostolate: The Seven Sisters Apostolate is a group of dedicated women who pray regularly for our parish priests. Seven women each choose a day of the week to pray for one priest for one hour any time during that day. The commitment is for one year beginning June 1st.

120. Vocations Awareness Ministry: This ministry is to cultivate and promote vocation awareness.

121. Book Club: The St. Thomas Faith Based book club meets twice a month to discuss, learn and have fun and build community, while talking about and reflecting on various faith-based books. There is no commitment. Come as often as you can. This group meets on Mondays from 7 – 8:30 PM at the Oak Street Church.

123. Mental Health Ministry: A mental health minister serves as a prayerful companion for fellow parishioners experiencing mental health or substance abuse challenges.

LITURGY AND MUSIC

200. Holy Hearts Adoration Chapel: Spend time in the direct, physical presence of God. The Chapel is attached to our Oak St. Church. To be a **regular Adorer or a substitute Adorer**, Contact: adorationchapel@stthomascl.church.

202. Extra-ordinary Ministers of Holy Communion: Assist the clergy in the distribution of Holy Communion at Weekend and special Masses. Training & Commissioning are required.

202. Bring communion to Homebound, Nursing Homes and Hospitals: Trained and commissioned volunteers bring Holy Communion to those unable to attend Mass. Must be Confirmed, current Marriage must be valid, widowed, single or divorced. Contact (815) 455-5400

203. Lectors: Lectors at each Mass proclaim the Scripture readings and assist with parish announcements and the Prayers of the Faithful. Lectors must attend an audition.

204. Altar Servers: Boys and girls are trained each fall and include 4th grade and up.

205. Ushers: Volunteers take up the collection, distribute bulletins, recruit people to carry up the gifts and assist special needs parishioners.

206. Sacristans: Assist the priest before and after Mass on weekends and special liturgies. Volunteers are especially needed to help on weekdays with funerals.

209. Art & Environment: Volunteers are workers and artists who decorate the church. Help is needed from design, sewing, assembling Christmas trees to ironing, hammering a nail and climbing a ladder. Meetings are held periodically through the year.

210. Adult Choir: A four-part chorus open to singers in High School and older, sing at the 9:00 Sunday Mass and for special liturgies and concerts throughout the year. Rehearsal on Thursdays from 6:45 to 8:30 PM.

211. Contemporary Ensemble: Music ministry for the 10:30 AM Sunday Mass includes vocalists and instrumentalists of all ages. Rehearsals on Wednesdays from 7:30 to 9:00 PM. Audition required.

212. Children's Choir: Open to children from grades 2 thru 8. They sing twice a month at the Family Mass and at special liturgies throughout the year. Rehearsals on Tuesdays.

213. Resurrection Choir: Volunteers who sing for funerals.

214. Handbell Choir: Handbell Choir rings at Mass and special liturgies. Experience not required.

228. Cantors: Lead the assembly in song at all liturgies. Cantors should be members of an organized group where musical preparation takes place. Audition required.

230. Keyboard –Organ and Piano: Accompaniment for cantors and choirs at weekend Masses and special liturgies. Qualified candidates, Audition required.

232. Instrumentalists – Band and Orchestral: Experienced band and orchestral instrumentalists that are interested in playing for Masses and special liturgies.

PARISH SERVICE GROUPS

303. Knights of Columbus: Fr. McCormick Council #3880 – An international fraternal organization of Catholic gentlemen dedicated to positive action for Charity, Unity, Fraternity & Patriotism. Knights host monthly breakfasts, and service programs. All net proceeds go to charity. Meetings are held on various Tuesdays.

304. St. Thomas Women's Club: Open to all women of the Parish. There are numerous guilds, each providing their own special service to our community. Funeral luncheons, running the Little Christopher Resale Shoppe, assisting at Parish functions, are a few of these services. Meeting times & location vary by guild.

307. Little Christopher Resale Shoppe: 469 Lake St. (815) 459-9442 A not-for-profit Resale Shoppe run by volunteers (proceeds go to St. Thomas Church/School). We accept gently used clothing, toys and small household items, (No electronics or furniture). Looking for volunteers! We'd love to have you!

308. Funeral Luncheon Ministry: Volunteers are needed for planning, preparing food, serving, and clean-up. A nominal fee is charged for the luncheon for family and friends of the deceased.

309. Prayer Shawl Ministry: A prayerful ministry that reaches out to those in need of comfort and solace through the loving creations of knitted, crocheted, sewn or quilted shawls. The group meets on the 2nd and 4th Fridays of the month.

310. St. Thomas Pro-Life Ministry: The St. Thomas Pro-Life Ministry is open to doing anything that might be needed to help support and defend life in all its stages.

314. Secular Franciscans: A fraternity which embraces poverty and good stewardship. All are welcome.

321/323. Boy Scouts/Cub Scouts: Cub Scouts ages 5-10 Pack meetings once a month; den meetings weekly.

Boy Scouts ages 11-17 meet weekly on Monday nights.

OUTREACH/FELLOWSHIP

421. St. Vincent de Paul Society: Society members are a network of friends inspired by Gospel values, growing in holiness, and building a more just world through personal relationships with and service to people in need. Members meet and help families in need, help with fundraisers, etc.

422. Crystal Lake Food Pantry: Sponsored by 20 local churches. Volunteers operate the Pantry. St. Thomas has a monthly collection on the first Sunday of the month. Located at 42 East St., Crystal Lake

423. Good Samaritan Ministry: Supported by 11 local churches and individual donations, it is a financial service to the needy in the Crystal Lake area. Volunteers are trained.

424. Senior Volunteer Care Network: A volunteer network of religious congregations providing services to people 60 and over. Services include phone calls, visits, respite services, shopping, minor home and yard maintenance, business help and transportation (815) 455-3120.

429. Meal Ministry to Parishioners: Volunteers provide meals on a temporary basis to families experiencing difficulties.

432. Garden Ministry: This ministry is for individuals that love to garden. Help keep our beautiful flower garden at the Oak St. Church weed free and gorgeous for all to see.

434. Church Cleaning Crew: Deep cleaning of the Holy Hearts Adoration Chapel during Holy Week.

435. Sunday Coffee & Donuts: Held the 1st, 2nd, 4th, & 5th Sundays following the 7:30, 9:00, & 10:30am Masses. Volunteers help with distribution of donuts and coffee.

515. Social Events: Join this ministry to help the people of St. Thomas get to know each other and build community through several annual events.

RELIGIOUS EDUCATION – Preschool through 6th Grade

600 & 606. Weekly Classes: Classes held weekly **Wednesday afternoons 4:30pm-5:45pm** from September thru April. Volunteers needed to serve as catechists, co-catechists, aides, and door monitors.

603 & 606. Family Catechesis - Classes are held twice monthly in the evening on **Wednesdays** from 6:00pm-8:00pm from September thru April. Volunteer to minister to families with children by serving as catechists, co-catechists, hospitality and clean-up/set-up.

607. Home Study – Community Sessions are held 2-3 times a year. Volunteers are needed for general set-up and clean-up.

YOUTH MINISTRY—JUNIOR HIGH—HIGH SCHOOL

710. SPRED Ministry: SPRED welcomes persons with developmental disabilities and/or learning challenges, providing faith formation to help them become integrated into parish life. Friends and Catechists meet in small groups and enjoy growing in faith together. No experience is necessary to be a Helper Catechist. The role of a SPRED Helper Catechist is to welcome our friends with developmental disabilities into the small faith community, assist in faith formation by sharing life experiences, build friendship/trust, model an attentive attitude/involvement in activities, and encourage participation in sharing food and fellowship. To learn more about SPRED, visit our parish website: <http://www.stthomascl.church/spred>

720. Youth Ministry: an opportunity for our Jr. High and High School students to encounter Jesus, grow as disciples and have a lot of fun. We offer a variety of opportunities to gather with friends, have a safe place to be oneself and learn about faith through games, small groups, insightful talks, conversation, fun activities, prayer, retreats, and conferences. Topics covered could include stress, school, family, peer pressure, fitting in, friends, prayer, and who is God? Our youth ministry

program also includes Confirmation (typically 8 – 9th grade) as well as 7th Grade RE. Our mission is Catholic Youth Evangelization, to help teens encounter Jesus, while meeting them right where they are.

ST. THOMAS THE APOSTLE SCHOOL and LITTLE SAINTS PRESCHOOL
Pre-K (3 & 4 yr. old) through Grade 8

Our School offers a strong foundation in all core subjects – religion, reading, math, English, social studies and science, along with classes in computer, music, art, Spanish and physical education. Volunteers support the Parent Teacher Organization & the Athletic Association. For more information, Contact Gina Houston, Principal.

805. School Alumni: A group of alumni of St. Thomas School who meet and plan alumni events. Members are always welcome.

806. Substitute Teachers: Paid position on an as needed/temporary basis to teach classes in the teacher's absence. Must have some college and meet screening requirements. Contact school office at (815) 459-0496

807. Recess Supervisors: Adults that have all safe environment requirements through Virtus completed to assist faculty with recess supervision.

808. Marketing & Development: Providing expertise in public relations for the school: advertising strategies as well as discovering and applying for applicable grants to help funding for the school.

809. Education Commission: Develop, adopt and recommend to the Pastor, local policies consistent with those of the Diocesan and Area Commissions of Education. Make recommendations pertaining to the maintenance and condition of the physical school. Promote communication and support within the school, parishes, and local community.

PARISH OFFICE

910. Building & Grounds Committee: volunteers will meet for inspections of the church grounds and buildings and make recommendations on their upkeep and/or repair to the Pastor

940. Videography/Photography Tech Team: The St. Thomas Tech Team assists in handling and operating the technical aspects of Parish events. These events include Mass, ministry events, and larger parish events. Members of the team are assigned to do the livestream, run sound or help oversee events that require technical support. This team is perfect for those who wish to assist the parish behind the scenes. Prior experience is not required, but an understanding of technology is recommended. Members will be trained on how to use the equipment. This is a low time commitment group with a small workload.