



Time and Talent

**TIME AND TALENT
SAINT FRANCES CABRINI**

[PICTURE - FATHER JEFF]

I would like to take this opportunity to express my sincere gratitude for your faith in our parish school. Like you, I share a profound conviction that passing on our Catholic beliefs and way of life to our children is a primary component of the mission of the Church. In that spirit, let me encourage you to review the pages of this stewardship booklet and prayerfully consider responding to the invitation to share your "time and talent" in one (and perhaps even more) of the featured parish / school ministries. Remember, children learn best by example.

Give them an inspirational witness of service to follow!

God bless you!

Father Jeffrey Haines
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**TIME AND TALENT
SAINT FRANCES CABRINI**

[PICTURE - MARK QUINN]

Saint Frances Cabrini School (“SFC”) is more than brick and mortar, more than books and chalk. SFC is a community of students, teachers, staff and . . . yes . . . parents. SFC is a community of service. Our children benefit from the thousands of hours parents donate annually to serve the wider community that is SFC. Stewardship takes all forms, including time, talent and money. Invest your time and talent and get an immediate return on your investment. Become part of our tradition of service. All of us are responsible to share our knowledge and expertise to create the nurturing environment that is SFC. Make a difference. Get involved.

Mark Quinn
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Every effort is made to avoid errors, misspellings and omissions. If, however, an error, misspelling or an omission comes to your attention, please notify us, using the form contained in Appendix 3.

VIRTUS TRAINING

All parents working one-on-one with children must complete VIRTUS Training.

“Protecting God’s Children” is a sexual awareness training program that the Archdiocese of Milwaukee has put in place to train its employees and volunteers who have regular contact with children through either the Parish or School. This would include adults and teens over the age of 16 acting as Scout Leaders, Athletic and Extracurricular Coaches, Catechists, Aides, Liturgy of the Word Lay Presiders, Youth Outreach Mission Trip Leaders, etc. Because the safety of our children is a TOP PRIORITY for all of us, this sexual awareness training is MANDATORY for anyone who will be working with children or youth within our Parish or School. This one-time training must be completed before you can volunteer.

ATHLETICS

Fifth Grade through Eighth Grades

St. Frances Cabrini Sports / Extra Curricular Programs, follow the policies described in the Student Handbook. There is a thorough process concerning the selection of our coaches. Coaches are expected to follow the guidelines and philosophy of our sports program. The coach's role is to provide leadership for their team and to always set a good example for both the athletes and spectators. A listing of coaches' responsibilities is provided in the Student Handbook. This listing includes: (a) a coach's agreement, (b) policies and procedures concerning technical fouls, resignation and termination of coaches, and (c) a discussion of insurance and liability. Coaches and assistant coaches must complete "VIRTUS" Training offered by the Parish before being allowed to coach.

The Athletic Director selects coaches and assistant coaches. Those interested in coaching may inform the Athletic Director or School Principal of their interest.

Coaching involves practice time and game time. During the season there will also be opportunities for involvement in various tournaments as selected by the Athletic Director. The practice schedule is set at the start of the season. The Athletic Director will set the practice schedule based on a coach's availability and facility availability. Typically, practice is scheduled for 1-½ hours twice per week for each team. Games are scheduled for both weeknights and weekends. This schedule will be set by the Athletic Director, but may change during the season.

Boys Basketball Grades 5 - 8

Time Frame: December – February

Volunteer Opportunities:

1. Coach
2. Assistant Coach (1-2 positions)

Girls Basketball Grades 5 - 8

Time Frame: December – February

Volunteer Opportunities:

1. Coach
2. Assistant Coach (1-2 positions)

Boys Volleyball Grades 5 - 8

Time Frame: March

Volunteer Opportunities:

1. Coach
2. Assistant Coach (1-2 positions)

Girls Volleyball Grades 5 - 8

Time Frame: August - October

Volunteer Opportunities:

1. Coach
2. Assistant Coach (1-2 positions)

Basketball/Volleyball Banquet

Time Frame: November, March

At the end of the Boys and Girls volleyball season and the Boys and Girls basketball seasons, a banquet is held to recognize everyone who participated in the season. Players, their parents and the coaches are invited. Volunteers are needed to help coordinate, set-up, serve and clean-up after the banquet.

Time commitment varies, as do the assignments.

Tennis Grades 5 - 8

Time Frame: April - May

Volunteer Opportunities:

1. Assist with coaching

Tennis is through the Pleasant Valley Tennis Club. Practice is held 2 hours twice per week. The schedule is set at the beginning of the season based on the availability of the primary coach and the facilities. A strong knowledge of tennis is desired.

Bowling Grades 5 - 8

Time Frame: March - April

Fridays 2:30 – 4:00

Bowling is an extracurricular activity, which is non-competitive. Students in grades 5 through 8 are welcome to participate. This activity is conducted after school on Fridays. The schedule is set by the School and may vary slightly from year to year. Volunteers are needed to help supervisor the students as they participate.

Booster Club

The Booster Club supports Athletic and other Extracurricular Activities at St. Frances Cabrini with time, talent and fundraising activities. The goal of the Booster Club is to encourage School "Spirit". One important activity is to organize and hold specific events to raise money to pay various expenses related to the Athletic Programs.

Volunteer Opportunities:

1. Work at Volleyball and Basketball Games and Tournaments. Volunteers are needed for concession stand duties, ticket taking, scorekeeping, time clock operation, and hall monitoring.
2. Assist Cabrini's Student Council in organizing and conducting pep rallies and fundraising events.

ANNUAL EVENTS

St. Frances Cabrini School Dinner/Auction at the Washington County Fairgrounds (March each year). In 1995, we created the SFC School Dinner Auction as a way of raising funds to reach our educational goals. Each year, this event has proven to be the most successful fundraising event for our School. To date this event has raised almost \$1,000,000. The generous contributions from our SFC families and friends are truly amazing! The fundraising is important, but if you ask people who have attended the event, they will tell you that the Auction is fun. Great food, live entertainment and socializing with friends creates a sense of community that is extremely important to the School and Parish as we continue to embrace our commitment to stewardship.

Co-Chairs. The following is a list of tasks performed by the Co-Chairs:

1. Develop theme and slogan.
2. Recruit committee chairpeople.
3. Oversee all committees.
4. Run monthly Auction Progress meetings.
5. Arrange for a graphic artist to design all necessary communications.
6. Secure musical entertainment during the event.
7. Secure caterer for the event.
8. Help determine how the fundraising proceeds will be used.

The following is a list of Committees for the Auction and a short description of the Committee-responsibilities. For more information about volunteer opportunities regarding the various Auction Committees, please contact the Committee Chairpersons listed on attached Appendix 2.

1. Auction Parent for Classroom Gifts
 - Enlist one or two parents per classroom to work on the classroom gift.
 - Communicate regularly with volunteers.
 - Arrange for transportation of classroom gifts from School to the Auction Site the day before the event.
2. Cashiering
 - Attend meetings with the managers of the facility where the Auction will be held, Co-Chairs, and Set-Up and Decorations Committee Chairs, as needed.
 - Handle all cashiering duties and monetary transactions the night of the event.
 - Arrange and train committee members.
 - Arrange for set-up and coordination of computer system used for record keeping.
 - Oversee takedown; clean-up of cashiering area/computer system.

3. Catalog
 - Obtain copy of gift descriptions from catalog description committee.
 - Layout the program, advertisements and gift descriptions.
 - Format the catalog, making it ready for print including the advertising and proofreads it.

4. Catalog Description
 - View silent auction and verbal auction items and writes interesting descriptions for catalog in a timely manner.
 - Forwards descriptions on to the Catalog Committee Chairperson.

5. Decorations
 - Establish a plan for the decoration of the Auction Site Facility in keeping with the event theme.
 - Develop a budget of estimated cost for decorations.
 - Coordinate displays with the Set-Up Committee to match theme of the event.

6. Event Coordinator
 - Attend monthly progress meetings.
 - Oversee all aspects of the event the night of the event.

7. Gift Acquirement
 - Secure all items for the verbal auction, silent auction, and raffle(s).
 - Spearhead the creative development of donated goods and services.
 - Determines how monetary donations can best be used to purchase goods or services for the silent and verbal auction.
 - Transport donated items to the storage site identified, and arranges for their transportation to the Auction Site the day prior to the event.

8. Mailings
 - Arrange to mail invitations to school families, non-school families and faculty.
 - Arrange to mail Thank You cards to donors.

9. Publicity/Advertising
 - Promote the auction through school (SFC.com), parish advertising (bulletin inserts, announcements, etc) and local newspaper.
 - Keep a log of those who commit to advertising.
 - Forward information to Mailings Chair for Thank You notes and to the Catalog Chair for printing in catalog.

10. Reservations
 - Maintain a chronological record of invitation replies.
 - Arrange seating.
 - Distribute catalogs.
 - Recruit couples to staff the welcome table the night of the event.
 - Assist Event Co-Chairs and Decoration Chair in making nametags, place cards, and arranging tables on Friday morning of set-up.
11. Teen Volunteers
 - Recruit enough teen help to work the night of the auction. Mature, responsible seniors are needed for valet parking.
 - Coordinate valet parking, holding of doors, selling of keys, raffle tickets, and up-keep of bathrooms.
 - Provide supervision of teens during the event.
12. Teacher Liason
 - Coordinate gift ideas for silent auction from teachers and faculty.
 - Compile teacher wish lists.
13. Set-Up
 - Arrange Silent and Verbal auction items.
 - Arrange any display materials needed and the return of these items after the event.
14. Underwriting
 - Secure underwriting for the event through mailings, phone calls or personal contact.
 - Collect underwriting donations and send out personal thank you cards after donation is received.
15. Raffle
 - Set up timeline for selling of raffle tickets.
 - Distribute raffle tickets through school to school families.
 - Maintain raffle ticket sales records.
 - Promote raffle with special events at school.
16. Alumni Representative
 - Obtain names/addresses of Cabrini alumni.
 - Send special letter inviting alumni to the event.

17. Clean-Up

- Work with Set-Up and Decorations to coordinate clean-up immediately after the event.
- Coordinate vehicles for items going back to school or back to owner the night of event.

Family Festival (September each year)

The Family Festival is our Parish's annual, one-day celebration of food, fun and family! Held on the Parish grounds, the event is designed to provide a family environment for both Cabrini parishioners as well as the greater community of West Bend.

Volunteer Opportunities: There are many opportunities for volunteers who would like to lead a committee, run a project or program, or simply give an hour or two of their time during the Festival. Below is a list of the various committees from previous festivals:

Committees

1. Raffle Tickets – Volunteers needed to secure raffle prizes and package and distribute tickets to parishioners.
2. Food and Beverage – Volunteers needed to cook and serve the food and beverage during the festival. Shifts are available throughout the day.
3. Set-Up and Take-Down of Tents, Tables and Chairs – Set-up begins the Friday before the festival, with second stage of set-up on Saturday. Take-down occurs Sunday after the event.
4. Children's' Games – Volunteers needed to staff the various games, in two hour shifts. There are up to 20 various games, activities, and prize tables. Also need volunteers before the festival to purchase the prizes and game supplies.
5. Silent Auction – Volunteers needed to collect donations before the festival, display and monitor the items during the festival, and coordinate delivery of items to highest bidders.
6. Ticket Booth – Take in monies and provide tickets/tokens for the various food/beverage, games and activities. Also collecting returned raffle ticket sales.
7. Beer Tent – Volunteers over 21 years of age can work in the beer tent during the festival.

8. Bakery and Festival Dinner – Volunteers needed to bake cakes and desserts for the Bakery Store and Cakewalk. Also serve a main meal which requires cooks, servers, kitchen helpers, and clean-up crew.
9. Money Counters – Experienced counters needed the day of the festival for collection and counting of the festival proceeds. Two hour shifts are available through the festival.
10. Advertising and Public Relations – Responsible for promoting the Festival within the parish through bulletin and newsletter articles and inserts, mailings, photos, posters and displays, and throughout the community through letters, flyers, posters, newspaper articles and display ads.
11. Miscellaneous Events –The “Cabrini Idol” Contest (i.e., “American Idol”), Hay Rides, or Soccer Tournament, etc.

School Picnics

Beginning of School Year - August or September

The Welcome Back Picnic is held during the evening (4-7 p.m.) of the Welcome Back Day at SFC. Parents, families and students are invited to reminisce with Cabrini families and to meet new families while enjoying a barbecue buffet. Parents are asked to bring a dish to share, based on the letter of their last name.

Volunteer Opportunities:

- Set-up help - day of the event
- Clean-up help - after the event
- Welcome / Name tag table - Beginning of the event.

End of School Year - June

The End of Year Picnic is held at Cabrini during the last week of school. Many parent volunteers are needed to plan, organize and carryout games for all grade levels. Parents are needed to prepare and serve a hot dog lunch, as well as drinks and a popsicle snack in the afternoon.

OTHER EXTRACURRICULAR ACTIVITIES

Mind Challengers

Mind Challengers is an after school extracurricular program for students in grades 4 and 5. This program provides opportunities for students to work in small groups and develop creative thinking skills, teamwork and public speaking. The project consists of the writing and presentation of a brief skit on a given topic which changes from year to year.

Volunteer Opportunities:

Coaches guide students through the process of writing and presenting a skit. No experience is necessary. New coaches will be given in-service training as well as a veteran coach to work with. Weekly preparation and lesson plans are provided by the director. All volunteers are welcome, including parents, high school students and family members. Childcare for younger children is provided.

Time commitment and dates:

8-9 weeks, January - March

Wednesday 2:45 - 4:15 P.M.

One evening presentation for parents.

One in-school presentation for students.

Forensics (December 1 through March 31)

Share your time and talent with our forensics program this year. No previous training or experience is necessary, just a willingness to help encourage and enhance the public speaking skills of our 6th, 7th and 8th grade students.

Volunteer Opportunities:

1. **Coaches** - Help coach a team or an individual by helping students practice, memorize and perform their pieces according to the required "expectations". Coaching takes place during the lunch hour or after school from December through February. The state forensics meet occurs in March. Coaches do not have to travel to meets with their team.
2. **Judges** - Learn to judge forensic pieces by attending an evening training class prior to the forensics season. Once this requirement is met, you are then eligible to judge at 3-6 meets during the season. Most meets are held on the weekends with the exception of two weeknight meets. Judges critique performances and help students by pointing out strengths and weaknesses.

3. Chaperones - In order to have the forensic meets run smoothly, parents are needed to help supervise the bus rides and halls at schools, monitor movement of students from room to room, and supervise the students during transition times at lunch.

Math Olympiad

Math Olympiad is an extracurricular program that enriches and challenges a team of Cabrini students (grades fourth through sixth) with math related problem solving. The Team meets every Tuesday from 2:40 - 3:30 p.m. with a volunteer math coach (November through mid-March). During the "Math Practices", the students prepare for a monthly contest. During each contest, awards are given to a 1st Place Winner, a 2nd Place Winner, and participation awards are given to contestants scoring in the "Top 10%" and "Top 50%", respectively.

CONCERTS AND PERFORMING ARTS

Spring Concert

Every year the School children in the “even grades” perform a Spring Concert. Usually, the children in the “older grades” make the sets for their performance. However, sometimes extra help is needed with things such as sewing, painting or light woodworking.

In addition to the “stage” help, described above, the Spring Concert requires volunteer help for a reception which follows the performance. Volunteers are needed to chair, organize, and help with this event.

Volunteers should contact SFC’s Music Director.
Volunteers for the Reception Party should contact the School Secretary.
Time commitment varies
April-May

Christmas Concert

Every year the school children in the “odd grades” perform a Christmas Concert. Usually the children in the older grades make the sets for their performance. However; sometimes extra help is needed with things such as sewing, painting or light woodworking.

Volunteers should contact SFC’s Music Director.
Time commitment varies
November-December

FUNDRAISING EVENTS

In addition to the SFC Dinner Auction, SFC conducts the following fundraising programs annually: (A) Market Day and (B) Book Fairs. Both of these fundraising events financially assist the School and its programs.

Market Day

Each month, September through June, families are provided with a flyer of high quality food products to select and order. Orders can be placed by filling out the flyer and then returning it to School or by placing the orders online.

Although each grade is assigned a specific month to help with these events, help is always needed. Individuals can help unloading product, packing orders and entering orders via the internet.

Time commitment is one Thursday each month from 2:15 to 4pm.

Market Day Committee

The Market Day Committee consists of individuals who are willing to help organize and manage Market Day.

Time commitment includes one meeting, once a year and additional meetings held on an as needed basis.

Book Fairs

Generally two Book Fairs are held each School Year:

- i. Fall Book Fair (Mid-November each year).
- ii. Spring Book Fair (Late April each year).

The Fairs are Scholastic Book Fairs designed to provide Cabrini Students with books and related materials appropriate for each grade level. The Book Fairs allow parents to purchase books to supplement and enhance their children's reading skills and to provide age-appropriate reading materials for recreational reading and learning. St. Frances Cabrini receives a portion of every dollar spent on Book Fair Merchandise which is used to enhance and upgrade Cabrini's Library.

Volunteer Opportunities: Set-up, take down, cashier, general helper-help shoppers, restock, and rearrange shelves.

SCOUTING

GIRLS

SFC scouts are part of the Great Blue Heron Council. Girl Scouts of the USA is dedicated to helping all girls everywhere build character and gain skills for success in the real world. In an accepting and nurturing environment, and in partnership with committed adult volunteers, girls develop strong values, leadership skills, social conscience, and conviction and their own potential and self-worth that will serve them all their lives.

Daisies: Girls ages 5-6 (in grade K-5) participate in Daisy Girl Scouts. Daisies meet in groups with two or more adult leaders in a nurturing, inclusive environment. They go on trips, learn about nature and science, and explore arts and their communities. Daisy Girl Scouts can also earn Learning Petals and receive participation patches.

Brownies: Girls ages 7-9 (1st - 3rd grade) participate in Brownie Girl Scouts. Brownies work together in groups, earn Brownie Girl Scout Try-Its, and explore their community. Friendship, fun, and age-appropriate activities begin at the Brownie Girl Scout meeting and move out the community and wider world.

Juniors: Girls ages 9-11 (4th - 6th grade) participate in Junior Girl Scouts. Junior Girl Scouts earn badges and discover what girl power is all about through new activities and by learning to take charge of their own plans. They gain self-confidence as they explore the world in partnership with their troop/group leaders.

Cadettes: Girls in 7th and 8th grade participate in Cadette Scouts. During the Cadette Girl Scout level, leadership skills are emphasized. As Cadettes, Scouts begin to give back to Girl Scouting by helping with younger girls. Through earning interest project patches, Cadettes study technology, outdoor survival skills and explore many career fields. Cadettes also participate in community service and also earn the silver or gold award at this level.

Girl Scout Adult Volunteer Opportunities:

- Troop Leader (2 for each level) – Time Commitment – August through June with 1 – 2 meetings a month and planning
- Chaperone or Chauffeur – Time Commitment – Event based, but could include overnight stay
- Coordinate a community service project in cooperation with the Troop Leaders
- Prepare and provide refreshments for monthly meetings
- Support the Girl Scouts through their annual cookie sale – January – March

BOYS

SFC scouts are part of the Bay Lakes Council. The purpose of the Boy Scouts of America is to provide an educational program for boys and young adults to build character, to train in the responsibilities of participating citizenship, and to develop personal fitness.

Tigers Cubs is a year-round family and home-centered program that encourages the ethical decision-making skills for first grade (or 7-year old) boys. These boys participate in the program with their adult partners. The program emphasizes shared leadership, learning about the community, and family understanding.

Cub Scouts is a year-round family and home-centered program that develops ethical decision-making skills for boys in the second through fifth grade (or who are 8, 9, and 10 years old). Activities emphasize character development, citizenship training, and personal fitness.

Boy Scouts is a year-round program for boys 11 through 17 designed to achieve the aims of Scouting through a vigorous outdoor program and peer group leadership with the counsel of an adult Scoutmaster. (Boys also may become Boy Scouts if they have earned the Cub Scouting Arrow or Light Award and are at least 10 years old or have completed the fifth grade and are at least 10 years old.)

Adult Volunteer Opportunities:

- Pack Leader or Pack Committee Member – Help plan and coordinate events for all the area Scout Dens – Time Commitment: 1 – 3 years
- Den Leader or Assistant Den Leader (needed for each level) – Time Commitment: August through June with 1 – 3 meetings a month
- Chaperone or Chauffeur – Time Commitment: Event based, but could include overnight stay
- Coordinate a community service project in cooperation with the Den Leaders
- Support the Boy Scouts through their annual popcorn/wreath sales – October - November

SCHOOL SERVICE DURING SCHOOL HOURS

Catholic education remains affordable, in great part, due to the thousands of hours of volunteer labor donated annually by parents. Historically, Catholic schools were operated by nuns and sisters of various religious orders who worked as administrators and teachers for below-market wages. Due to the shortages of priests and nuns, lay people have been called upon to undertake various tasks performed by these people. SFC offers a variety of volunteer opportunities that take place during each school day. Pick one that interests you.

Lunchroom Helper (All Grades)

Parents help prepare, serve and assist students during the lunch hour. This is a great way to interact and get to know all the Cabrini students with the added bonus of seeing your own children.

Time Commitment - Help is needed daily so 1 time per week or every other week is greatly appreciated. Substitutes who are willing to fill in or trade days are also greatly needed.

When - 11:10 to 12:30

Reading Parents

Spend ½ hour each week reading with a group of students (approx. 4-7) 1-2 times per week. Help strengthen the reading skills of the 1st and 2nd graders by donating your time.

Grade 1 - starts in January.

Grade 2 - starts in October.

Room Moms and Room Dads

Room Moms and Dads are responsible for set-up and planning of holiday parties as requested by teachers. They also bake or provide treats for various events, such as grandparents day, red ribbon week or any special grade specific event.

Room Mom and Dads also plan a birthday party and purchase a gift for the teacher if it falls during their semester. A teacher appreciation lunch is also planned with other room moms and dads.

Time Frame - September through January 15th
January 15th through end of School

Baker's Dozen (Usually done by a Room Mom and Dad)

This could be something new for parents who can't commit to the room parent obligations but who would like to bake treats, prepare craft projects, or plan teacher birthday and luncheons.

Playground Mom and Playground Dad (All Grades.)

Parents are asked to monitor the playground during lunch times. There is also a need for substitutes on short notice as well. Sign up begins in May of previous school year. Each family is responsible for three times per year. Job includes walking the grounds in an assigned area on playground during the lunch hours. Time from 11:30 to 12:15.

Subs are greatly needed or people willing to come more than the required three times per year are greatly appreciated.

Photography Helper

Occasional need for parents who are willing to photograph various school events, programs, sports and submit to local paper to give SFC and its students recognition and publicity.

TRIPS AND RETREATS

8th Grade Trip - Washington D.C. (June each year.)

The school has traditionally offered 8th graders the opportunity to invest in a trip to see the sights in and around Washington D.C. Students travel to the nation's capitol, tour the government offices, see the monuments, and visit the Smithsonian and other museums. A few parents may be asked to accompany the 8th graders. These parent-volunteers will incur certain travel expenses.

Fieldtrips

Many fieldtrips are taken throughout the year at all grade levels. Teachers need parents help to supervise and enjoy these extensions of classroom learning. Teachers contact parents throughout the year as needed.

May/June Religious Retreat for 8th Grade

Seven to eight parent volunteers are needed to chaperone and lead small group discussions and activities. This is a great way to end the 8th grade year. It's an emotional and rewarding experience for all who participate.

SCHOOL BOARD AND COMMITTEES

Authority and Purpose

The School Board is responsible to the Pastor and Parish Council of St. Frances Cabrini Parish. The primary purpose of the School Board is to plan for and ensure the resources necessary for the Parish Day School. This includes the faculty, staff, educational resources, and environment that foster both the academic and spiritual growth of our students.

Membership

Any member of St. Frances Cabrini Parish is eligible to become a member of the School Board. There are eleven members of the School Board. Two of the members, the Pastor and the Principal, will serve as ex-officio members, and nine members will be elected by the Parish at-large. Elected members will serve on the School Board for a three year term and will be limited to serving two consecutive full terms. Terms run from July 1st through June 30th. Elections are held annually.

Officers

Officers will be elected for a one year term by and from the members of the School Board.

Chairman
Vice-Chairman
Secretary

Committees

All members serve on two committees during their term. These committees meet separately on an as needed basis throughout the year and include:

Public Relations
Policy
Finance
Development

Meetings

Meetings are held in the Church at 6:30pm on the third Monday of each month, August through June.

EVANGELIZATION AND FAITH FORMATION COMMISSION

Evangelization and Faith Formation Commission Member

This Commission oversees the development and implementation of the educational and the formational mission of the Church. This Commission makes recommendations to the Parish Council, in regards to: Small Faith Communities, Child, Youth, Sacramental Preparation and Adult/Family Ministry, Generations of Faith.

The Commission reports to the Commission Chairperson.
Typically, this Commission requires a commitment of 2 hours each month.
This Commission meets September through May.
Commitment time frame is 2 years.

Pastoral Facilitators for Small Christian Communities

This ministry empowers adults to share faith in small group settings. Guidance, resources and support from staff and current facilitators is available. This is an opportunity not only to help build the faith community but grow in personal faith.

The Facilitators report to the Director of Christian Formation.
Typically, this group requires a 2-4 hour monthly commitment.
This ministry meets year long.
Commitment time frame is 1 year.

Liturgy of the Word for Children

This ministry to children takes place during weekend Masses. The readings and Gospel for Mass are used to guide children in a discussion of the Sunday message. Weekly preparation materials are available along with a onetime, in-service training session. This is an opportunity to facilitate the Word of the Lord to young children in terms they can understand, while increasing your own knowledge.

The "Liturgy of the Word Teacher" reports to SFC's Children's Ministry Coordinator.
Typically this group requires a 1-6 hour commitment each month.
The Commitment time frame is 1 year, September through May.

Special Education Class Tutors

This ministry fosters faith formation and sacramental prep for both children and adults with special needs. Resources, staff support and a connection to Archdiocesan programs will be provided. A willingness to share time with special needs children is desired.

Tutors report to Special Needs Coordinator.
Typically this group requires a monthly commitment of 4-6 hours.
The Commitment time frame is 1 year, September through May. Classes meet every Wednesday and Sunday.

Special Religious Education for the Developmentally Disabled (SPRED)

SPRED is a special Religious Education program designed exclusively for those with special needs emphasizing dignity and respect. It is a process-based program that is both sensory and spiritual and has proven very effective for persons with developmental disabilities who have not had great success in the regular classroom situations. This program is for ages 6 through adult.

Catechists report to the SPRED Coordinator.
Typically this group requires 8-10 hours monthly commitment. One to three training workshops required.
Commitment time frame is 2 years – September through May.

K4-K5 Catechists

This ministry fosters faith formation in young children during the 9:00 a.m. and 11:00 a.m. Mass. Material will be provided to prepare and conduct Sunday religion classes for a group of 10-12 children. Ongoing support is available through in-service training, teaching manuals, other teachers, etc. This is an excellent opportunity for personal faith development and a chance to work with young children.

Catechists report to K4-K5 Coordinator.
Typically this group requires a 4-8 hour monthly commitment.
Commitment time frame is 1 year September through May every Sunday.

Grade 1-8 Catechists

This ministry fosters faith formation in children who are in grades 1-8. Classes are held Sunday mornings or Wednesday evenings. Class sizes average between 10-12 children. All materials are provided. Ongoing support is available through in-service training, teaching manuals, other teachers, etc. This is an excellent opportunity for personal faith development and a chance to work with children.

Catechists report to Grades 1st-8th Coordinator.
Typically this group requires a 4-8 hour monthly commitment.
The commitment time frame is 1 year, September through May, every Sunday or Wednesday.

Life Teen Core Members

This ministry fosters faith formation among teens in grades 9-12. There is a need for “core members” to meet with these teens on Sunday evenings. Training will be provided through support, in-services, manuals and staff guidance. This is an opportunity for personal faith cultivation. Volunteers will share time with teens at these Sunday evening classes.

Core members report to the Associate Director of Youth Ministry. Typically, this group requires a 12-15 hour monthly commitment. Ministry meets weekly from September through June. Commitment time frame is 1 year.

Parish Families Mentoring Families

This ministry provides support during the transition of a family returning to active participation in the Church. The Celebrating Our Faith Program will help develop a family-to-family relationship. Materials, resources and guidance will be available through the Christian Formation Department. This is an excellent opportunity for your family to grow and strengthen in faith while helping others.

Mentoring Families report to the Christian Formation Office. Typically, this group requires a 2-4 hour monthly commitment. This ministry meets September through May. Commitment time frame is 1 year.

Youth Retreat Group Facilitator

This ministry is about aiding teens while on religious retreat. SFC Retreats, generally, grant the teens and Group Facilitators time for reflection, examination of faith and prayer. Materials and guidance will be provided through the Christian Formation Office. It is an opportunity to expand in your faith while facilitating stronger Catholic convictions in teens.

Facilitators report to the Associate Director of Youth Ministry. This group requires a commitment of an overnight retreat. Weekends vary (usually January - March.)

Adult Leader for Youth Outreach Trips

This ministry invites adults to work along side teens in various service opportunities. Weeklong trips entail a variety of jobs from construction to serving in soup kitchens.

Adults supervise and drive a group of teens to various locations throughout the country.

Adult volunteers report to the Director of Youth Ministry. Time Commitment to this group varies. Preparation for the trips takes place from October through May. Trips take place during the summer months. Commitment "time frame" is generally one year.

Confirmation Small Group Facilitator

This ministry focuses on helping teens who are preparing to celebrate the Sacrament of Confirmation. As a Facilitator, you would be a catechist and/or small group leader for a small group of teens. Guidance, staff support, and resource material is available.

Facilitators report to the Associate Director of Youth Ministry.

This group requires a commitment of one Sunday per month (4:30-8:30 pm).

Months October through April

Commitment time frame is 1 year.

Confirmation Sponsor

The purpose of this ministry is to give the gift of a Christian relationship to one teen. As a Confirmation Sponsor, you will meet with the teen 1-2 times a month, to discuss class material, share your faith experiences and spend reflective time together. Guidance, in-services, staff support, and resource material is available. This is an exciting opportunity to celebrate your gift of the Holy Spirit with a teen!

Sponsors report to the Associate Director of Youth Ministry.

This group requires a commitment of 2-4 hours monthly.

Months October through April.

Commitment time frame is 1 year.

Volunteers for Special Events

Are you unable to commit to certain dates, or times? This ministry is for you! People are needed for special event help, such as First Communion, First Reconciliation, Generations of Faith, etc. Volunteering could entail planning, set-up, decorating, clean-up, or other associated tasks.

Volunteers report to the Christian Formation Dept.

This group time commitment varies.

Months varied.

Commitment time frame is 1 year.

Quad Parish Adult Formation Committee

This Committee will provide adult faith formation opportunities for the four Catholic Parishes in our area. Guidance, staff support, and resource material is available. Individuals who have a vision for the future of the Church are needed!

The Committee reports to the Director of Christian Formation.
Typically, this Committee requires a monthly commitment of 1 to 3 hours.
This Committee meets year long.
Commitment time frame is 1 year.

Family Connection-Core Team Member

This ministry is for families with children, ages birth through four. This working group assists other parents in planning activities and gatherings for these families and their young children. Special event nights are held with activities for the family. The purpose of Family Connection is to discuss issues concerning raising children and becoming a family of faith.

Team members report to the Christian Formation Office.
Typically this group requires a monthly commitment of 1 to 2 hours.
Commitment time frame is 1 year long.

Family At Home Class Committee Members

This ministry works with other committee members. As a member, you would choose activities from available resources and have input into the content. "Family Activity Packets" distributed 4-6 times a year parish wide for families in K-4 through grade 8.

This Committee reports to the Director of Christian Formation.
Typically, this group meets 3-4 times per year.
This Committee meets September through May.
Commitment time frame is 1 year.

Generations of Faith Family Event Committee

Join other families in faith filled interactive fun! Four to five times a year special events are held for families. Families share in music, learning, crafts and prayer. People are needed for planning, set-up, decorating, directing craft projects and suggesting ideas that will make these fun filled events.

This Committee reports to the Director of Christian Formation.
Typically, this group meets 5-7 times per year.
This Committee meets September through May.
Commitment time frame is 1 year.

Rite of Christian Initiation of Adults (RCIA) Team Members and Leaders

The RCIA is the process for unbaptized adults or adults baptized in other faith traditions who choose to join the Catholic Church. Volunteers are needed to assist with various aspects of this process. There is guidance, resources, mentors, and material provided to Team Members. This ministry seeks persons who are willing to share time, faith and understanding of the Catholic religion.

Team Leaders and Members report to the Director of Christian Formation.
Typically, this group requires a 2-3 hour weekly commitment.
This group meets September through May every Sunday Morning.
Commitment time frame is 9 months.

Rite of Christian Initiation of Adults (RCIA) Sponsor

This ministry seeks a companion for someone who has chosen to become Catholic. There is guidance, resources, mentors, and material provided for Sponsors. This ministry seeks persons who are willing to share time, faith and understanding of the Catholic Religion. It is a dynamic way to grow within your own faith and share with others.

Sponsors report to the Director of Christian Formation.
Typically, this group requires a 2-3 hour weekly commitment.
This group meets September through May every Sunday Morning.
Commitment time frame is 9 months.
Babysitting services are available.

Focus Couples

The goal of this ministry is to assist engaged couples scheduled to be wed at Saint Frances Cabrini. Couples who have a strong commitment to each other and the Catholic Faith are needed. There is guidance, resources, mentors, and material provided to Focus Sponsors.

Focus Sponsors report to the Parish Priests.
Typically this group requires a monthly commitment of 4 to 8 hours.
This group could meet at anytime throughout the year.

Peace Camp

This ministry helps mold children into becoming peace makers for the Lord. This is a joint effort between Our Saviors Lutheran Church and Saint Frances Cabrini. The Camp, itself, takes place in August for one week during the day. Help is always needed for a variety of tasks.

Peace Camp Volunteers report to the Peace Camp Coordinator.
Time and commitment varies.

Thanksgiving/Christmas/Easter Food Baskets

This commission sorts all the food that is donated and fills boxes for families according to their needs.

Contact Food Basket Coordinator at the Parish Office.
Typically this project requires 3 to 4 hours of your time.
This group meets three times yearly.

Multi-Media Person/Persons

Have a way with words? Can you use word or publisher fairly well? We need your help. People are needed to help out in the Christian Formation Department.

If you are interested, please contact the Director of Christian Formation.

CLUBS, GROUPS AND ACTIVITIES - PARISH

The following Parish Clubs, Groups and Activities seek people who wish to participate.

Cabrini Kids Care Club

This organization welcomes kids from both the public and parochial schools in West Bend. The kids determine the types of projects they will do each semester, and then coordinate and execute the projects.

Tasks are designed to be done within 4 hours on any given day. There are opportunities for adults and kids to participate in the community outreach. Adults will supervise and chaperone any activities not occurring on the Parish grounds.

Examples of Club activities include collecting winter coats for the needy, babysitting for parishioners who are attending SFC functions, preparing food baskets, and visiting local hospitals or nursing homes. Activities are determined and advertised each semester.

Church Choir

Helping to lead the congregation in worship through song. The choir sings at the 9:00 AM liturgy and for major liturgical celebrations. Rehearsals are scheduled throughout the year on Thursday evenings at 7:00 PM.

Contact Director of Liturgy.

Resurrection Choir

Helping to lead the congregation in worship through song at funeral events. The choir sings at day and evening funerals as needed. Rehearsals are scheduled at 1:00 PM on the first and third Tuesday throughout the school year. A phone tree is utilized to inform members of upcoming funerals.

Contact Director of Liturgy.

Cantor

Helping to lead the congregation in worship through song. The Cantor sings at various weekend liturgies. Schedules are set up six times during the year. There is a general cantor rehearsal (about an hour) introducing new material. The cantor is scheduled to arrive one half hour prior to the liturgy to rehearse with the accompanist.

Contact Director of Liturgy.

Accompanists and Musicians

Helping to lead the congregation in worship through music. Accompanists and musicians play at various weekend liturgies and major liturgical celebrations. Schedules are set up six times during the year. Musicians are scheduled to arrive 30 minutes prior to the liturgy to rehearse. Additional rehearsal time may be required for large feast days.

Contact Director of Liturgy.

Bell Choir

Helping to lead the congregation in worship through music. The bell choir performs at various liturgies throughout the year. Schedules and practice time varies.

Contact Director of Liturgy.

Lector

Proclaiming the Word of God within the liturgical celebration. Lectors are needed for weekend and daily liturgies. An initial meeting is required for training. Schedules are set up four times each year. Lecturing involves individual preparation and arrival fifteen minutes prior to liturgy.

Contact Lector Coordinator.

Communion Minister

Helping to distribute the Body and Blood of Christ within the liturgical celebration. Ministers are needed for both weekday and weekend liturgies. After attending a Eucharistic Minister training session, ministers are encouraged to check in at the narthex of the church to volunteer. Medallions are used to identify needs and select station. Cleaning sacred vessels after liturgy may also be required.

Contact Communion Minister Coordinator.

Usher

Assisting in hospitality, seating parishioners, collection, and passing out bulletins. Scheduled help during the weekend liturgies and especially at the large feast days. Ushers are scheduled for a certain time period every other month. Involves arriving approximately 30 minutes prior to Mass and fifteen minutes after Mass to put the church back in order.

Contact Usher Coordinator.

Greeter

Greeters serve as ministers of hospitality, welcoming parishioners and passing out Orders of Worship. Regular help is needed within the weekend liturgies and especially at the large feast days. Schedules are set up four times each year. Greeters are asked to arrive fifteen minutes prior to welcome those arriving for Mass. This is a wonderful family ministry.

Contact Director of Liturgy.

Adult Server

Adult servers are utilized at daily Mass, funeral liturgies or for special occasions. Training is to be completed prior to beginning ministry. Schedules are set up four times each year.

Contact Director of Liturgy.

Parish Council.

Parish Council is a group that sets vision for the Parish. A term for a council member is 3 years. The Council meets on the third Monday of each month in the lower office meeting room of the Parish Office. Council Members are liaisons to the various Parish and School Commissions that meet on the first Monday of the month. Commissions, described below, are groups of Parish leaders who organize, plan and operate the various ministries of the Parish. As a Council Member, you may have special projects to work on during the year. Council Membership is an elected position.

Christian Women.

Christian Women is a group that meets several times during the year (no specific time--events are scheduled around having a speaker or planned event). This group runs the Cookie Sale (first weekend in December), Rummage Sale (October), and helps with food for funerals. Membership is open to any age woman in the parish.

Knights of Columbus.

The Knights of Columbus is a world wide charitable organization of Catholic men who dedicate themselves to their family, church and nation. The Knights of Columbus are also focused on the support of those entering religious life through the support of vocation awareness. In addition, The Knights of Columbus supports various community causes such as the Threshold, as well as parish based Christian Formation Programs for those with special needs through fund raising events. Volunteer opportunities are always available to enrich your life.

Children's Choir

The Children's Choir is made up of students in grades 2 and up. The choir participates at select Sunday liturgies, school liturgies, and Christmas Eve Mass. Rehearsal is scheduled for one hour one day each week after school.

Contact Director of Liturgy.

Mass Servers

Serving as acolytes at weekend Masses and on special liturgical feast days. Training is held each spring for those completing fifth grade and older. Schedules are set up four times each year. Servers are asked to be in the sacristy fifteen minutes prior to Mass.

Contact Director of Liturgy.

Commissions.

Commissions are groups of Parish leaders who organize, plan and operate the various ministries of the Church. Ministries of the Church include not only Sunday worship services and the K-8 School, but, various other ministries. Commissions and their related ministries include the following: Parish Council, School Board, Finance Administrative Services, Church and Society, Evangelism and Faith Formation, Parish Life, Pastoral Care, Prayer and Worship and Stewardship. Parish Council membership and School Board membership are elected positions. Membership on the balance of the Commissions is open to anyone interested in assuming a leadership role in the Parish or one of its ministries.

Contact the Parish Office for more information concerning the Commissions and those ministries of the Parish requiring volunteer help, support and leadership.

VOLUNTEER OPPORTUNITIES - PARISH OFFICE

Front Desk Volunteer

Answer phone, perform assorted office duties (schedule on regular basis). Time frames available include: Monday – Friday 9:00 – 12:00 noon, or 1:00 – 4:00 PM, Saturdays 9:00 to 12:00 noon, and Sundays 8:30 AM to 12:15 PM. Anyone interested may contact the Parish Administrative Assistant.

Miscellaneous Activities

These activities include bulletin stuffers, assisting with bulk mailings and assisting the liturgist as needed. The time frame can be as little or as much as you are able to participate. Volunteers will be contacted as needed. Anyone interested may contact the Parish Administrative Assistant.

Webmaster

Activities include updating the Parish website, coordinating website activities with the parish school, religious education and the parish office. The time frame is open and a good knowledge of Webmaster activities is helpful. Anyone interested may contact the Parish Director of Administrative Services.

MISCELLANEOUS EVENTS AND ACTIVITIES

8th Grade Slide Show

Several parents are needed to put this project together. Photographs are collected, labeled and scanned in the computer to put together a power-point presentation that is shown at the 8th Grade Graduation Mass. This presentation is set to music and it is the highlight of the 8th Grade Graduation.

School Family Mentor

The mentor program matches new families entering SFC, with seasoned families. The goal is to provide an easy transition to the new families as they grow to become a vital part of the SFC. Every attempt is made to match families with children in the same grade level. As a mentor, you will be matched with one or two new families who you will be expected to communicate with on a monthly basis throughout the school year.

Set-up art materials, paint and chalices as well as clean-up are needed.

6th, 7th and 8th Grade Dance

Every year students of SFC, Holy Angels and St. Mary's in 6th, 7th and 8th grade are invited to take part in combined school dance. This dance has a DJ that is provided for the children and a good time is had by all.

Many volunteers are needed for this event such as chaperones, decorations, set-up, and clean-up duties.

Usually happens in April or May.

8th Grade Graduation Breakfast

This annual event is held after the All School Graduation 8th Grade Mass. Many parents are needed to shop for, cook and prepare the meal. Serve at the breakfast and clean up after the event. Also many parents are needed for decorations and photographs.

Alumni Events

Are you a graduate of SFC or want to be a SFC historian, then this committee is for you. This committee publishes a SFC Alumni Newsletter bi-yearly. Volunteers are needed to help find alumnus to maintain a database, help with the newsletter, and arrange any alumni events (such as meeting at the auction).