

TABLE OF CONTENTS

Worship & Spiritual Life	Page
Greeter	5
Usher	5
Altar Server	5
Lector	5
Offertory Gifts	6
Sacristan	6
Liturgy Committee	6
Music Ministry:	6
Organist/Pianist	
Musical Instrument	
Cantor	
Choir Member	
Weekly Adoration	7
Adoration Chapel Substitute	7
Prayer Line	7
Prayer Line Activator	7
Funeral & Rosary Leaders	7
Funeral & Rosary Attendees	7
Parish Leadership	
Parish Pastoral Council	8
Parish Finance Council	8
Stewardship of Time & Talent Committee	8
School Council	8
Faith Formation Council	9
Education/Formation	
School Volunteer	10
PSR Catechist	10
PSR Volunteer	10
R.C.I.A. Sponsor	10
Generations of Faith Volunteer	10
Vacation Bible School Volunteer	11

Parish Communications	
Parish Newsletter	12
Rectory Office & Clerical Help	12
Telephone Calling	12
Spiritual Growth	
Adult Bible Study	13
Adult Religious Education	13
Engaged Encounter	14
Marriage Encounter	14
Social Justice	
God's Food Pantry Delivery	16
Homebound Visitor	16
Hospital Visitor	16
Seniors Transportation: Church	16
Seniors Transportation: Appointments	16
Respect Life Committee	17
Parish Nursing Program	17
Meals for Sick/Homebound	17
The Lord's Diner	18
Blood Drive Worker	19
Blood Drive Pie Maker/Server	19
Blood Drive Donor	19
Parish Life	
Welcome Committee	19
New Parishioner's Welcome Dinner Committee	19
Funeral Dinner Workers	19
Parish Life Opportunities:	19
Funeral Dinner Donations	
Annual Cookie Walk	
Multi-Cultural Dinner Volunteer	
School Fun Night Cake Walk	
Cookies for Parish Events/Classes	
Gift Card Fundraising	20

Parish Organizations

Altar Society	21
Knights of Columbus	21
Knights of Columbus Squires	22
Girl Scouts	22
Girl Scouts Volunteer	22
Cub Scouts	22
Cub Scouts Volunteer	22
Boy Scouts	22
Boy Scouts Volunteer	22
Young Adult Catholics	23
Harvest House/Seniors Group	23
St. Vincent de Paul Society	23
Youth Ministry	23
Social Justice Committee	24

Parish Maintenance

Facilities Committee:	25
Church Cleaning	
Church Restroom Cleaning	
Grounds Maintenance	
Grounds Beautification	
Carpentry	
Painter	
Plumber	
Electrician	

WORSHIP & SPIRITUAL LIFE

Greeter

The Greeter ministry is simply being present at the entrances to welcome people as they arrive for Mass. A warm hand shake or just a greeting, whatever you feel comfortable doing, is sufficient. Greeters are listed in the bulletin each week. Current schedules and a master list with phone numbers are in the sacristy. If you cannot keep your appointed Mass, we ask that you be responsible for finding a substitute.

Usher

The Ushers are responsible for seating parishioners, passing collection baskets, handing out bulletins, straightening hymnals and checking pews after Mass. The cycle for ushers depending on how many have signed up for that Mass period could be more than once a month or less than once a month. Usher should be to Mass at least ten minutes before start time. If you cannot keep your appointed Mass, we ask that you be responsible for finding a substitute.

Altar Server

The Altar Server ministry is for boys and girls 5th grade and up. In addition to serving at Mass, they assist Father in the preparation and clean-up of the sanctuary area of the church before and after Mass.

Lector

The Lector ministry involves proclaiming the Word of God during Mass and during special occasions such as Holy Week. No previous experience is needed and some training is required. Schedules are sent by email on a quarterly basis. If you cannot keep your assigned Mass, we ask that you be responsible for finding a substitute from the Lector list. A “Workbook for Lectors” is located in the Sacristy for you to use to familiarize yourself with the readings prior to Mass. Another resource can be accessed at www.usccb.org and by clicking on the date on the calendar you

can display the reading. You can print a copy of the reading. By clicking “Readings-Audio” on the left side of the page and selecting the date, you can hear the reading.

Offertory Gifts

Members of the parish are welcome to take part in the Mass by bringing the gifts of bread and wine to the altar during our celebrations of the Eucharist. Each week a different family or group of volunteers takes part in this ministry.

Sacristan

Sacristans assist Father in preparing the appointments of the altar and making sure that the sanctuary is properly set before and after the celebration of Mass.

Liturgy Committee

This group, predominately made up of the Music Ministry Team, meets to review the upcoming liturgical readings and then chooses music to compliment the readings for the upcoming Sundays.

Music Ministry

If you are musically inclined and would like to use your gifts of music to assist with our worship, please consider one of the following ministries: Musical Instruments (playing guitar, flute, violin, etc.); Cantoring (leading the congregation in song at the 5 p.m., 8 a.m., or 12 noon Masses); Singing in the Choir at the 10:00 a.m. Mass on Sundays and at other Masses, such as Christmas, Holy Week/Easter, Immaculate Conception, etc. (times vary). We have a wonderful choir, which is also a very strong prayer group! And--we have the most comfortable seats in the church!!

Weekly Adoration

Adoration before our Lord is not only a great opportunity for those who participate in it, but also for those who are being prayed for and their intentions. Each person is asked to take one hour a week enabling us to have perpetual adoration before the Blessed Sacrament. This experience is truly a grace filled time.

Prayer Line

The Prayer Line will be activated for members of the parish (*for themselves and their families*) for the following:

- A death in the parish
- An expectant mother in labor
- Major surgery
- Some critical illness or serious accident

Volunteers will offer their individual prayer as well as daily sacrifices for the intention of each request.

Prayer Line Activator

The Prayer Line is activated by calling **ONE** of the designated activators listed in the bulletin and on the parish website. Calls can be received between 6:30am and 7:30pm.

Funeral Rosary Leaders

At the time of death, it is customary (if the family wishes) to have the recitation of the rosary. We invite adults who feel they could do this, to represent the entire parish in leading this part of the wake service.

Funeral & Rosary Attendees

This ministry consists of parishioners that attend rosaries and funerals. This is greatly appreciated by the bereaved especially when the family is small. Those who sign up are contacted by a coordinator when we have a Rosary or funeral in the parish.

PARISH LEADERSHIP

Parish Pastoral Council

The Parish Pastoral Council meets monthly in which various organization's representatives report on their respective activities and coordinate their activities with others. Council members also listen and respond to needs and concerns of the parishioners. Council members are appointed by the pastor.

Parish Finance Council

Reviews annual parish financial report and approval of recommended expenditures. Council members also listen and respond to needs and concerns of the parishioners. Council members are appointed by the pastor.

Stewardship of Time & Talent Committee

The goal of the Stewardship Committee is to provide the invitation and opportunity for the members of our parish to experience and live the Stewardship way of life. We help the parish office plan and prepare the annual Stewardship Renewal packets, including the Time and Talent Contact List and the Stewardship Pledge Form. We assemble the renewal packets and assist with distributing them to the members of the parish. We coordinate and host the Stewardship Fair to provide information to all members of the parish on the ministries and stewardship opportunities available at All Saints. We also help choose the lay witnesses to speak to the parish at Masses during the Renewal Campaign. The Stewardship Committee meets on an as-needed basis, with most of our work focused in February-May.

School Council

The School Council assists the Pastor and school principal in setting the policies and processes at All Saints that affect the school. Council members also listen and respond to needs and concerns of the parishioners. Council members are appointed by the pastor.

Faith Formation Council (Formerly Religious Ed/P.S.R. Council)

The Faith Formation Council is a consultative council that lends assistance to the pastor and director of religious education in implementing the religious education programs of the parish. The P.S.R. program is provided for all of our parish children that attend public schools or are home schooled by parents. In addition to consulting with the pastor about the program, they are instrumental in encouraging parental support and participation among the other parents in our parish. They are also responsible for coordinating some of the PSR events that take place each year such as registration and the annual PSR picnic at the end of the year. The RE council also assists in other religious education programs for all ages including Generations of Faith, Adult Education and more. Council members also listen and respond to needs and concerns of the parishioners. Council members are appointed by the pastor.

EDUCATION/FORMATION

School Volunteer*

Various opportunities are available to volunteer in our school. Please contact the school office at 316-682-6021 for more information.

Parish School Of Religion (PSR) Catechist*

During the school year, the PSR Catechist teaches weekly religious education instruction to school age children in the parish. Training is provided through the Catholic Diocese of Wichita and local in-service gatherings that the parish also provides. Supplies and books are provided through the parish. Classes are held on Wednesday evenings, 6:30-7:45, during the school year. Staff meetings are held on the last Wednesday of the month following class.

Parish School Of Religion (PSR) Volunteer*

Other important persons of our Religious Education program are those who aide in the classroom, baby-sit catechist's children, substitute, drive for field trips, bake/serve or give their time to help with the year-end picnic. The tasks and time commitments are various, yet each is very important for the success of the program.

Rite of Christian Initiation of Adults (RCIA) Sponsor

RCIA Sponsors journey with the candidates and catechumens in their movement towards conversion. They offer personal insight, support and encouragement by their own commitment to the faith, that these individuals will one day share in as well.

Generations of Faith Volunteer*

Generations of Faith is currently meeting four times a year. It is Gathering Together and sharing a meal as a parish family ... experiencing an Exciting Overview of our gathering's theme ... Break-out Sessions all on the same theme for all people according to their stage in life ... finally we all come together to Share what we've learned ... and conclude with prayer and Home-Kits to

**Volunteers for these ministries must complete a VIRTUS Training Class per diocesan guidelines.*

continue Generations of Faith in your home. All in about the time it takes to watch a movie! Opportunities to volunteer include: food preparation, set-up and clean-up.

Vacation Bible School*

VBS offers a weeklong experience for children with prayer, class time, crafts, music & games. Adult volunteers help teach and share their faith with our youth. Also needed are older students to act as teachers aides or group leaders.

**Volunteers for these ministries must complete a VIRTUS Training Class per diocesan guidelines.*

PARISH COMMUNICATIONS

Parish Newsletter

Rectory Office & Clerical Help

General clerical help as needed in the rectory. Could involve filing, answering phones, or inserting announcements in the bulletins.

Telephone Calling

SPIRITUAL GROWTH

Adult Bible Study

As Catholics it is very important for us to know and appreciate Sacred Scripture as best we can, since it is the pillar of our faith. These programs provide a practical and thorough look at the scriptures we use in our everyday lives, both liturgically and spiritually. The materials are well put together and easy to follow in small or large settings. Days and times vary so contacting the facilitators would be advised. They are generally held during the school season with summer breaks. Please watch the bulletin for announcements.

Adult Religious Education

Adult education is for everyone. It is the opportunity to obtain more information about one's faith, receive an update or refresher about Catholic beliefs and practices. We try to provide a diversity of Catholic continuing education through qualified speakers. It is an opportunity to learn, grow and build community. Though attending adult education opportunities may not sound like stewardship, in reality it is very much an act of stewardship because of the time spent learning more about our Catholic Christian faith. From the knowledge gained by these classes/programs one can strengthen his/her faith which continues to build up the Body of Christ. Throughout the year there are many different classes, programs, etc. that are offered to the adults of our parish. Some of these are on site, while others may take place at other parishes or the Spiritual Life Center. Please watch the bulletin for opportunities.

Engaged Encounter

Engaged Encounter is an investment in your future - a weekend in which an atmosphere is created for each couple to concentrate exclusively on one another, free of the tensions, pressures and interruptions of daily living. It is a quiet weekend, specifically designed to give you, as a couple planning marriage, an opportunity to talk honestly and intensively about your prospective lives together - your weaknesses and your strengths; your desires, ambitions, goals; your attitudes about God, education, sex, money, children, family; your role in the Church and society in a face-to face way. The weekend encourages the couple to concentrate on building a relationship. The couples are encouraged to communicate in terms of planning marriage, not only a wedding day celebration, for “A wedding is a day, a marriage is a lifetime.” Engaged Encounter creates enthusiasm for other marriage preparations and instructions by the parish priest. The weekend is Catholic oriented and is presented by two Catholic couples and a priest. Anyone eligible for the Diocesan marriage preparation program is eligible for the weekend. Engaged Encounter weekends are held regularly throughout the year. The weekend begins Friday evening around 8:00pm and concludes Sunday at approximately 3:30pm. Weekends are limited in size, and as they often fill rapidly it is advisable to schedule well in advance (4 to 6 months prior to the wedding date is recommended). Weekends are held at the Spiritual Life Center.

Marriage Encounter

A Marriage Encounter is a weekend away from the daily distractions and stresses of everyday life where a couple is shown a technique of communication which can help them examine their lives together. Marriage Encounter is for any couple who desires to better their marriage or who wish to deepen their love and improve their communication. All married couples deserve a Marriage Encounter weekend. It will strengthen your relationship with your spouse and start you down a new path of more open and loving

communication. Married couples also need to learn about the Sacrament of Marriage and the important role we have, not only to each other as husband and wife, but also to our families and our community. The weekends are held at the Spiritual Life Center in Wichita.

SOCIAL JUSTICE

God's Food Pantry Delivery

Our parish collects non-perishable food on the first Sunday of every month. These items are delivered to God's Food Pantry and St. Margaret Mary's Parish. The Pantry operates primarily on the donations of individuals and churches. Volunteers are needed to take the food to the assigned destinations.

Homebound Visitor

Volunteers are needed to visit parishioners who need a telephone call, drive to the doctors or store, or just visit them in their homes. Sometimes they need help around the house, small chores or yard work and we arrange to have this done through our other commit-tees.

Hospital Visitor

Volunteers are needed to visit hospitalized parishioners in Wichita hospitals. One person is assigned each week. That person calls the rectory for a list of the parishioners in the hospital the week they are assigned and then visits them.

Seniors Transportation: Church

Volunteers are needed to be available to transport parishioners who do not have transportation to Mass. Our number is listed in the weekly bulletin so people can contact us for rides to and from Mass. Sometimes these rides turn into permanent friendships. Some are on a one-time basis, but always appreciated.

Seniors Transportation: Appointments

Volunteers are needed to be available to transport parishioners who do not have transportation to doctors appointments. Our number is listed in the weekly bulletin so people can contact us for rides to and from these appointments. Sometimes these rides turn into permanent friendships. Some are on a one-time basis, but always appreciated.

Respect Life Committee

It is the mission of the Respect Life Committee to respect, protect, love and serve life, every human life. The Respect Life Committee achieves this by regularly meeting to plan and provide opportunities in our parish that educate, inform, support and promote the respect of all human life.

Parish Nursing Program

The Parish Nursing Program promotes wellness and improved health to all, particularly the poor and underserved, in the Way of Christ. The program holds Blood Pressure Clinics, makes available information on various programs and finds assistance for various health needs. The Nursing Program also assists with distributing medical equipment that All Saints has in inventory to parishioners to use then return when not needed. There is no charge. The equipment in stock are walkers, wheelchairs, bath chairs, bedside commodes, canes, and crutches.

Meals for Sick/Homebound

When needed, volunteers are asked to provide a whole meal or work with a team to provide the meal. This ministry is requested when someone is very ill or has been hospitalized. We then provide meals for those in need. The meals are usually easy and simple.

The Lord's Diner

The Lord's Diner is a faith-based charity, located at the corner of Broadway and Central in downtown Wichita and at 2825 S. Hillside in Wichita, Kansas. Thanks to more than 175 local companies who donated labor and materials for the construction of the original building and countless donors who provided generous financial support to get the project going, the nightly meal service at The Lord's Diner takes place in a debt-free facility. The Lord's Diner serves dinner nightly from 5:30 to 7:30 p.m., 7 days a week, 365 days a year, including holidays. A small paid staff, assisted by more than 5,500 volunteers repre-

senting many faiths and denominations prepare and serve a hot, nutritious meal in a spirit of compassion, respect and loving service. The Lord's Diner is currently serving an average of 425 meals nightly at the downtown location, and 150 meals nightly at the south Hillside location - **30 percent of which are families**. A food handlers card is required to volunteer at the Lord's Diner. All Saints volunteers once a month (3rd Friday) at the Hillside location and every other month (2nd Friday in Jan, Mar, May, Jun, Jul, Sep, Nov) at the Broadway location.

Blood Drive Volunteers

Blood Drives are held twice a year in All Saints Parish. One is held on the second Sunday of January. A Blood Mobile is used so only blood donors are needed. The second Blood Drive is in July and held in the Hertel Gym. This drive requires the following volunteers:

1. Unload the Red Cross truck and load it back after the drive.
2. Food preparation, baking pies, and serving in the canteen area.
3. Call the blood donors.
4. Escorts to help the donors from the donation bed to the canteen.
5. Volunteers to bake pies to be served.

Blood Drive Donors

People who wish to sign up for donating blood. Must not give less than every 56 days apart.

PARISH LIFE

Welcome Committee

The Welcome Committee is responsible for welcoming new members on behalf of our parish family to every new family that joins All Saints Catholic Church. We ensure that every new member recognizes a familiar face so that no one remains a stranger at All Saints Catholic Church.

New Parishioner's Dinner Committee

The New Parishioner's Dinner Committee is responsible for hosting dinners held to welcome new members of the parish. These dinners are scheduled twice a year. Also, several ministry groups designate spokespersons to attend the dinners as representatives of their ministry. The dinners are pot luck style, with food being provided by the committee and existing parishioners in attendance.

Funeral Dinner Workers

Volunteers prepare and serve a dinner for bereaved families to share in a place with a pleasant atmosphere and none of the stress of planning and preparation.

Parish Life Opportunities

There are several events that take place annually or as needed throughout the year that require the assistance of volunteers and food donations. Many of these events are sponsored by groups like the Altar Society, Knights of Columbus, Youth Ministry or others. Below is a partial list of some of these events and opportunities to provide baked/cooked goods and or assistance in getting rooms set up and taken down:

- Funeral Dinner Donations
- Annual Cookie Walk
- Parish Feast Day Multi-Cultural Dinner
- School Fun Night/Cake Walk
- Baking Cookies for Parish Events/Classes

Gift Card Fundraising

Volunteers have cards available for parishioners to purchase after all Masses in Fischer Center-West each weekend.

PARISH ORGANIZATIONS

Altar Society

The Altar Society cares for the Altar by: providing the host and wine, cleaning and repairs of vestments and cassocks, making baptismal garments, funeral dinners, coordinate the volunteers who clean the church and restrooms, and so much more. Some of our yearly projects are coordination of the Memorial Christmas and Easter Flowers, provide dessert servers for the Multi Cultural Dinner, provide the receptions for Confirmation & Easter Vigil, coordinate the parish Women's Retreat and provide meals for Priests before various parish functions such as the Penance Service. We also support various local charities through yearly monetary donations. In addition to providing help with these various functions, it's a great way to get to know other ladies of the parish and spend some time in Christian fellowship. Board members direct the Altar Society to best suit the needs of the parish. These facilitators are: a President (presides over the meetings), Vice President, Treasurer, Recording Secretary, Corresponding Secretary (sends out get well and sympathy cards), 2 ladies who Coordinate Funeral Dinners, and a representative to attend Parish Council meetings. The Society is funded by yearly dues, an Annual Cook- ie Walk Fundraiser and various donations. We start the year off in September with a Potluck dinner and then end in May with another Potluck dinner. The Altar Society is open to all ladies of the parish.

Knights of Columbus

Knights of Columbus hold monthly meetings on the 1st Monday of the month. The Knights assist in the following areas: Tootsie Roll Drive, Life Saver Sunday, Religious Education, Respect Life, Sponsor a Fund for a Seminarian. The Knights assists with an annual Post Card Show and assist with church clean up. The Knights sponsor several annual social events such as a Lenten Fish Fry and a Fall BBQ.

K of C Squires*

Girl Scouts

Girl Scouts have troop meetings for every grade level, except 8th. Meetings are usually held several times a month. Troops are involved in craft activities, leadership activities, community service projects, camping and a host of other Girl Scout sponsored activities.

Girl Scout Volunteer*

Volunteers are needed to help with crafts and activities. Volunteers would include leaders, co-leaders, and helpers.

Cub Scouts

Cub Scouts is a program of Boy Scouts of America for parents, leaders, and institutions to use for boys ages 8, 9, & 10 for the purpose of: Influencing the development of character and encouraging spiritual growth; developing habits of attitudes of good citizenship; encouraging good sportsmanship and pride in growing strong in mind and body; improving understanding within the family; strengthening the ability to get along with other boys and respect other people; fostering a sense of personal achievement by developing new interests and skills; showing how to be helpful and do one's best; providing fun and exciting things to do; preparing them to become Boy Scouts.

Cub Scout Volunteer*

Volunteers are needed to help with crafts and activities. Volunteers include leaders, co-leaders, and helpers.

Boy Scouts

Boy Scout Volunteers*

**Volunteers for these ministries must complete a VIRTUS Training Class per diocesan guidelines.*

Young Adult Catholics

The Young Adult Catholics is a group of people aged 18-40, married and single, who are looking for the opportunity to connect with other people their age. This is a great opportunity for fellowship among people who find themselves caught up in the chaos of early adulthood. We make a point to gather together for some mindless fun, be it bowling, board games, ice cream socials, or simple pot luck dinners. Got kids? Bring 'em along! Watch the church bulletin for announcements of upcoming events!

Harvest House/Seniors Group

Harvest House is a diocesan-wide group for people 55 and older and normally meets the 3rd Wednesday of the month. Programs vary and include: religious & fun activities, community concerns, etc. There are diocese-wide social gatherings monthly as well. We interact with other parishes by meeting other dedicated Catholic seniors. It is spiritually gratifying and is a lot of fun.

St. Vincent de Paul Society

The St. Vincent de Paul Society is a lay person ministry that has three components: Spiritual Growth, Fellowship, & Service. We provide direct assistance to those in need living within our parish boundaries. Food, help with rent or utilities may be given through the generosity of our parishioners. Our meetings are at 7:00pm on the 1st & 3rd Tuesdays of every month. All those who desire to grow in their faith through this ministry to the poor are welcome.

Youth Ministry*

Youth Ministry (CYO) is provided for the youth of our parish. This includes two separate organizations: high school youth ministry and middle school youth ministry. It links eight components (Advocacy, Catechesis, Community life, Evangelization, Justice, Peace and Service, Leadership Development, Pastoral Care, Prayer and Worship) with four different program settings: youth pro-

**Volunteers for these ministries must complete a VIRTUS Training Class per diocesan guidelines.*

gramming, family ministry, involvement in parish life and collaboration with civic community. This program provides a means to reach a broader audience and use the resources of the parish and civic community more effectively.

Social Justice Committee

The Social Justice Committee provides and/or sponsors events and educational opportunities to promote the awareness of the gospel message encouraging social justice that our Lord taught. Each year they host several events like the Works of Love project, the Annual Parish Feast Day Multi-Cultural Dinner, the Annual Memorial Dinner and work with the homebound of the parish.

PARISH MAINTENANCE

Facilities Committee

The Facilities Committee of All Saints Catholic Church maintains, as a voluntary group, the parish grounds, and existing structures. Major projects are done mostly on Saturdays when a group of workers can be assembled, but many items are done routinely during the week when convenient for parishioners.

Church Cleaning

Our church is cleaned by volunteers every Saturday at 8:30am. The schedules are in place for about 1 year with groups of 10-15 people working as a team. Each group might clean 3 or 4 times per year depending on how many people sign up. It takes approximately 1½ hours to clean everything. All supplies are provided. Areas that are cleaned include the church, gathering area, entrance, hallway & cry room. The pews, kneelers, altars, railings, and any other areas that need dusted are cleaned first. Then the windows in the cry room, glass doors and inside of the windows in the gathering area are cleaned. Next, sweep then mop the altar, under the pews, entrances & gathering area. Vacuuming the carpet and mats are done last. Adults, teens and families are encouraged to sign up.

Restroom Cleaning

Our restrooms (2) are cleaned by volunteers every Saturday morning at 8:30am. These schedules are also in place for about one year with 2 people per group. These groups may clean 3-4 times per year depending on how many people sign up. It takes approximately 1½ hours to clean both restrooms and all supplies are provided. Adults & families are encouraged to sign up.

Miscellaneous Parish Maintenance Projects

Occasionally there are needs for projects that require the following skills: Carpenter, Painter, Plumber, Electrician, Etc.

