



PARISH MINISTRY GUIDE

7148 St. Martins Blvd., Jefferson City MO 65109-3046
573-893-2923

smartin.diojeffcity.org

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STEWARDSHIP EXPECTATIONS

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

What does stewardship ask of all members of the parish?

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

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

PARISH MISSION STATEMENT

Our mission is to proclaim the message of Jesus Christ to all; build up, in unity, the community of Jesus Christ; serve the needs of the community with the love of Jesus Christ; and celebrate, as a community, the Holy Sacrifice of the Mass.

PARISH STAFF

Rev. Jason T. Doke, S.T.L.

Pastor

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SCHOOL STAFF

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Mrs. Heather Henley

Athletic Director

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MASS TIMES

Weekday Masses

Tuesday – 5:30 pm

Wed-Thurs-Fri – 7:45 am

Sunday Masses

Saturday – 5:30 pm

Sunday – 7:30 & 10:30 am

STAY CONNECTED

Facebook:

@stmartinparishjc

Church Website:

<https://stmartin.diojeffcity.org/>

School Website:

<https://stmartin.diojeffcity.org/school/>

SACRAMENTS

Baptism

Parents requesting the Sacrament of Baptism for their children should be registered members of the parish and should contact the parish office to begin scheduling the sacrament. Please plan ahead; Baptism preparation classes may be required in order to fully understand the gravity of the sacrament. It is best for parents to try to have their children baptized within the first few weeks after birth. Each Baptismal Sponsor must complete a *Requirements for Baptismal Sponsors Form* and return to St. Martin Parish prior to the Baptism. For more information, please contact the parish office at 573-893-2923 or Fr. Doke at frdoke@diojeffcity.org

First Communion and First Reconciliation

Preparation for First Holy Communion and First Reconciliation typically takes place in the 2nd Grade either in the school religion class or through the PSR Program. The Mass for children participating in the group First Holy Communion is normally celebrated on the first Sunday after Easter (Divine Mercy Sunday). Otherwise, the preparation and reception of this Sacrament for the first time is organized through the parish office. For more information, contact Fr. Doke at frdoke@diojeffcity.org or 573-893-2923.

Confirmation

In the Diocese of Jefferson City, the sacrament of Confirmation will normally be conferred during a person's 7th or 8th grade academic year. Preparation for Confirmation is included in either the school religion class or the PSR program. For more information, contact Fr. Doke at frdoke@diojeffcity.org or 573-893-2923.

Holy Matrimony

Premarital counseling, coaching, and education are investments in a couples' future. Couples in our diocese may choose Pre-Cana classes or Engaged Encounter weekend retreats along with mentoring sessions with a married couple from the parish. For more information, contact Fr. Doke at frdoke@diojeffcity.org or 573-893-2923.

Reconciliation

Reconciliation is offered on Saturday from 4:30-5:15 p.m. and Sunday 7:00-7:15 a.m. and 10:00-10:15 a.m. or by appointment by contacting Fr. Doke at frdoke@diojeffcity.org or 573-893-2923.

Anointing of the Sick

This sacrament is intended for those who suffer from a serious bodily ailment due to injury, illness, or old age, or are about to undergo a medical procedure where death, no matter how unlikely, could occur. It is **not necessary** that someone be at the point of death to be anointed. Contact Fr. Doke at frdoke@diojeffcity.org or 573-893-2923.

Do you know someone who is interested in becoming Catholic?

RCIA – The Rite of Christian Initiation is the process by which interested people learn about, participate in, and eventually become fully initiated members of the Catholic Church. We believe it should be a period of reflection, prayer, instruction, discernment, and formation. Contact the parish office for information on how to initiate this process. For more information please contact Fr. Doke at frdoke@diojeffcity.org ,573-893-2923, or Deacon Brad Jones at bjones@stmartinjc.org,573-690-2155.

PARISH COUNCILS

Pastoral Council

Chair: Larry Lehman, pastoralcouncil@stmartinjc.org

The Pastoral Council members, elected by all parishioners, provide leadership and serve as an advisory body to the pastor. Mindful of the spiritual and routine needs of the parish, Council members help to prioritize identified parish needs and set goals, objectives, and policies to meet those needs. Elected members serve three-year terms.

Finance Council

Chair: Bob Hackman, financecouncil@stmartinjc.org

The Finance Council is appointed by the Pastor as advisors with a primary purpose of reviewing monthly financial statements, conducting the annual parish budget formation process, and overseeing the parish's long-range financial plan. The council should include parishioners who have some training or knowledge in the areas of finance, accounting, property management and/or planning.

School Advisory Council

Chair: Christy Carel, schooladvisorycouncil@stmartinjc.org

The School Advisory Council consists of nine members, elected by all parishioners, who provide leadership and serve as an advisory body for the pastor and school principal on matters related to the functions, policies, and procedures of St. Martin Catholic School. Elected members serve three-year terms. The Chair is rotated annually and elected by the members.

Stewardship Council

Chair: Anne Hackman, stewardshipcouncil@stmartinjc.org

The Stewardship Council is appointed by the Pastor to educate, engage and empower the parish community about the spirituality of Stewardship. The council identifies and communicates opportunities for parishioners to share their God given gifts and supports parish ministries to successfully perform their work.

FELLOWSHIP ACTIVITIES

These activities provide opportunities to share faith and strengthen our parish community through both prayer and social gatherings.

Pews & Brews

This ministry is made possible through a partnership with Last Flight Brewery. The evening begins at 5:30 pm with Adoration and Confession at St. Martin Church. Mass follows at 6 pm. After Mass, all are invited to Last Flight Brewery for fellowship. Food will be provided, and Last Flight will be offering specials on beer. "Pews & Brews" occurs on the first Monday of each month and is intended for young adults in their 20s and 30s. The event is open to all in the Jefferson City area who are interested.

Praise, Pizza and Pitchers

All are welcome to meet on the second Tuesday of the month after Mass at Pizza Haus in St. Martins for fellowship. The rosary and confessions are offered at 5:00 pm with Mass following at 5:30 pm.

50+ group

This group meets every first Tuesday of the month at noon at the St. Martins Knights of Columbus Hall. All parishioners aged 50 and above are welcome. Attendees contribute \$10 and bring a carry in dish for lunch which is followed by bingo, fellowship, and fun. Volunteers help with planning and organizing.

Pickleball

Parishioners gather on our parish courts next to the rectory every Monday evening when weather permits. No experience required. This activity is part of the JC Pickleball Club.

Watch for more fellowship activities in the weekly church bulletin!

What is Stewardship?

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

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

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

Pillars of Stewardship

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





DIOCESE OF Jefferson City

Stewardship Prayer

Dear Heavenly Father,
My parish is composed of people like me; I help make it what it is.

It will be friendly,

if I am.

Its pews will be filled,

if I help fill them.

It will do great work,

if I work.

It will make generous gifts to many causes,

if I am a generous giver.

It will bring other people into its worship and fellowship,

if I invite and bring them.

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

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

Therefore, with Your help, O God,

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



PILLAR OF HOSPITALITY

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

—Hebrews 13:1-2

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

Joel Schroer, 573-690-8323, hospitality@stmartinjc.org

CHURCH GREETERS AND USHERS

Greeters welcome parishioners and visitors to the church before and after Mass. As the first faces our parishioners and visitors see, they provide a welcoming, joyful entrance to our church as they reach out to open doors with a big smile and say, “Hello!” and “See you next week!” Greeters help people feel included as an important part of our parish. Ushers ensure that the entrances to church are clean and welcoming, that the restroom is stocked and clean, and that the current bulletins and devotional books are available. They help seat people at Mass, take up the collection and invite parishioners to bring forward the bread and wine for the Offertory Procession. Ushers also keep a watchful eye out for persons in need and for security.

DONUT SUNDAY

This gathering after Sunday Mass provides an opportunity for parishioners to enjoy fellowship and conversation in a warm and welcoming environment. The Knights of Columbus sponsor this event on the 5th Sunday each month. For other Sundays, volunteers are needed to organize the set up and food either on the parish lawn or cafeteria.

EVENT PLANNERS

Planning fellowship activities, special meetings, and events such as a reception after Confirmation or First Communion requires attention to the details of selecting the event site, setting up the site, creating invitations, décor and working with the ministry of “Foodies” for refreshments. Persons who enjoy entertaining and organizing would be an asset to the parish as an event planner.

JAGUAR CLUB

Parishioners reach out to students by opening car doors and welcoming them in the drop-off lane before school. This not only welcomes the students each day, but also help facilitate a safe and efficient arrival process.

MEMENTOS

This ministry coordinates the purchase and presenting of gifts from the parish to commemorate special occasions such as Baptism, First Communion, Confirmation, and new parishioner welcome.

NEW PARISHIONER WELCOME

This ministry assures new parishioners feel welcome and well informed and thus become active members of the parish. Those who are willing to serve in this ministry will contact new parishioners, offer a gift from the parish, discuss school and parish activities and answer questions from them.

PARISH PICNIC

The annual Parish Picnic is our major fundraising and fellowship event of epic proportions, held each year in July. Volunteers are needed for a variety of positions. Sign-ups are made available for all parishioners prior to the event.



PILLAR OF PRAYER

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

—Philippians 4:6

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

Lynda Pestka, 573-291-0831, prayer@stmartinjc.org

ADORATION COORDINATOR

This coordinator organizes Eucharistic Adoration after the morning Mass on the First Friday of every month and is responsible for assuring a commitment to each hour as the Blessed Sacrament is never to be left unattended. Adoration closes with Benediction. Sign-up sheets for adoration times are available in the church vestibule.

ALTAR SERVERS

Serving at Mass and other liturgies is an important role because the server is assisting, not just the priest, but the whole worshipping community. Hence, altar servers are called to be aware of their role and their responsibility in performing it well. Training for altar services is provided by the pastor and deacons.

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Extraordinary Ministers of Holy Communion are lay ministers assigned to Masses to assist the priest in distributing Holy Communion. They may also volunteer to bring Holy Communion to those who are unable to physically attend Mass, such as those who are homebound, in the hospital, retirement or nursing home. Extraordinary Ministers of Holy Communion must be approved by the Bishop and pastor and also attend training prior to assuming these duties. See Dcn. Brad Jones if interested.

LECTORS

Lectors are readers, who proclaim the Word of God at liturgies. All new lectors will receive training prior to being assigned.

MASS MEMORIALS

This ministry sends notes to those who have requested specific Mass intentions. These notes serve as reminders of the date and time that the Mass with their intention will be celebrated.

MUSIC MINISTRY

When we sing, we pray and use our talents and gifts for God's glory. Music enhances the liturgy by supporting active participation of all who are gathered through song and response. This ministry plans the music for Masses and other liturgical celebrations, purchases and organizes music books, music, licensing, trains organists/pianists, vocalists and **(new!)** the Children's Choir.

OFFERTORY

Families in our parish are invited to volunteer as Offertory Families, who present gifts at the altar during Mass. Let the ushers know you are interested when you arrive at Mass.

PRAYER LINE

The Prayer Line coordinator is a member of the church who provides prayerful support to parishioners and others. Requests to place someone on the Prayer Line are received via email or call to the parish office. The coordinator then sends notices of these requests to Prayer Line Members of which all parishioners are encouraged to participate. Respect for privacy for these intentions is vitally important to successful functioning of the prayer line.

SACRISTAN

The sacristan is responsible for seeing that altar linens are pressed and clean, altar vessels are kept safe, consumables like altar wine and bread and candles are in adequate supply. 2-4 persons needed. Training provided.

SEVEN SISTERS APOSTOLATE

Seven sisters is a group of seven women who commit to pray a holy hour solely for the **benefit of our parish priest**. They commit to one hour per week for one year. While it is encouraged to pray in front of the Blessed Sacrament, the hour can be done anywhere at any time of day as long as it is on the assigned day. Substitutes are also needed to fill in for those who may be unable to complete their assigned hour.

WORSHIP & SPIRITUAL LIFE

This ministry organizes the various parts of our Mass service. Those interested can sign up for specific parts of the liturgy including: art and environment (Sanctuary and Vestibule decorating); liturgical season planning; Rosary leaders before Mass; music (see separate ministry description).



PILLAR OF FORMATION

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

—Isaiah 46:17

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

Rev. Mr. Brad Jones, 573-690-2155, formation@stmartinjc.org

FAITH FORMATION GROUPS/SMALL GROUPS

The parish sponsors opportunities to gather as small groups, using programs from Formed.org and other sources to deepen the understanding of our faith. One Adult Faith Formation group meets in the school on Tuesday evenings after Mass. Parishioners are invited to attend this group or ***encouraged to form their own group*** that better accommodates their schedule. Education on ways to organize and facilitate groups is also provided.

MARRIAGE PREPARATION FACILITATORS

Faithful and active married couples in the parish work with the parish priest or deacon responsible for preparing engaged couples for marriage according to the diocesan policy on marriage preparation. The married couple will be mentors to the engaged couple to guide them in their selection of the best options for completion of all the components of marriage preparation. The meetings can take place wherever the couples feel comfortable—at home, in church, etc. The hope is that they will form an ongoing relationship that helps the engaged/newly married couples to feel more a part of their parish, one which offers a resource for the newly married couple to discuss the realities of everyday married life and that encourages both couples to grow in their faith lives.

PARISH SCHOOL OF RELIGION (PSR)

PSR consists of weekly classes in religion for Catholic students, grades K-8, who do not attend Catholic school. The program is designed to help parents with their task of teaching their children the Catholic faith. PSR meets most Wednesday nights from 6-7 p.m. Persons from the parish who like to teach are needed to help educate our youth.

RCIA PROGRAM

The Rite of Christian Initiation of Adults (RCIA) is the process by which adults who are interested in the Catholic faith journey toward full communion into the Catholic Church. **Parishioners are encouraged to attend the RCIA sessions.** Hearing about the faith experiences of current Catholics provides tremendous support and encouragement to RCIA participants as they journey toward joining the Church. Sponsors for RCIA individuals are also needed.

SCRIPTURE GROUP

Each Monday evening, a group meets at the church to read and discuss Scripture. This relaxed, informal setting is an ideal way to share your faith and make new friends. Everyone is invited to attend as your schedule allows. Others are welcome to form additional groups.

TOTUS TUUS

Totus Tuus is a week-long summer youth program dedicated to sharing the Gospel and promoting the Catholic Faith through evangelization, catechesis, Christian witness, and Eucharistic worship. The grade school program is open to children entering grades 1-6. The Junior High and High School Program is open to students entering grades 7-12. College aged students are needed for teaching/mentoring and adult volunteers are needed to assist with organization and implementation.

VOCATION COMMITTEE

The mission of this group is to promote, encourage and educate to listen for and hear what the Lord is asking of us. Since 1999, this committee has educated youth and adults on all vocations in life: marriage, priesthood, religious life and single life. They meet with elementary school students to show how vocation is a part of everyday life, by doing worksheets, playing games, and completing career surveys. These activities foster conversation on how to make good choices and to help them realize they all have a ministry to fulfill. The committee also sends letters and a vocation prayer card to the parish's youth on special occasions such as Christmas, Confirmation, and graduation. And with all parishioners, they lead the Rosary for Vocations once a month and hand out vocation prayer cards on special occasions.

YOUTH MINISTRY

Helping our youth to maintain and understand their Catholic faith is vital to assuring that our youth maintain a close relationship with God throughout their entire lives. Volunteers are needed to lead various youth groups, organize fellowship activities, and teach classes within our youth ministry.



PILLAR OF SERVICE

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

—John 13:14-15

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

Bill Whitfield, 573-619-6573, service@stmartinjc.org

CEMETERY COMMITTEE

St. Martin Parish offers burial plots/gravesites to active parishioners at a predetermined amount. Burial in the St. Martin cemetery is considered a privilege for all registered parishioners. Fees/cemetery dues collected are used to maintain the cemetery property. Funds collected go toward mowing and general maintenance and other costs needed to maintain the cemetery grounds. The committee ensures all aspects of burial and maintenance are well organized, documented and maintained to show the respect deserved of the deceased and their families that have been entrusted into St. Martins care.

THE “FOODIES”

Many fellowship and hospitality events require the preparation of food and refreshments. This ministry would be called upon for such functions as: funeral luncheons; working at funeral luncheons; sacrament celebrations (First Communion, Confirmation); special meetings; Totus Tuus and non-fundraising fellowship activities. Those who enjoy cooking and baking and want to support these activities will enjoy being a part of the “Foodies” team.

KNIGHTS OF COLUMBUS

The mission of the Knights of Columbus is to empower Catholic men to live their faith at home, in their parish, at work and in their community. The St. Martin Knights of Columbus is a liaison organization with the parish and sponsors many fellowship activities and provides both financial and resource support for parish and community activities. The Ladies Auxiliary of the Knights promotes charitable and spiritual fellowship along with social enrichment. The Auxiliary supports the Knights of Columbus ministries in meeting their goals and accomplishing their mission.

MAINTENANCE

The parish relies on our skilled volunteers to assist with the many upkeeps required to maintain functional and well-maintained parish structures and grounds. Services needed include lawn care, gardening/landscaping, and a fix-it crew.

PARISH OFFICE VOLUNTEERS

The parish office is the hub for many communications, record keeping and scheduling responsibilities. Volunteers with specialized experience in the following are needed to assist with: communications – website updates, social media, newsletters, creating posters, bulletin boards etc.; data entry and reports; and technology – hardware and software maintenance and support.

QUILT CIRCLE/QUILTING COMMITTEE

This group sews and collects quilts from fellow parishioners and others willing to donate quilts for the annual church picnic auction. The group also is responsible for the pre-picnic set-up of the quilts for parishioner and picnic attendees review and post picnic clean-up and breakdown and storage of the quilt review racks and other items. Members of the Quilting Circle meet each Tuesday at 9:00 am at the church to create beautiful quilts and to foster fellowship among those who enjoy this talent and skill.

SOCIAL CONCERNS

This ministry reaches out to act on behalf of those in need. This includes persons in our parish, our community, and our world. Actions may include contacting a person who has suffered a recent loss or life changing event or a drive to procure tangible items such as diapers or food, or disaster relief and world missions. This group is also the parish liaison with Catholic Charities of Central and Northern Missouri which is the social services outreach arm of the Diocese of Jefferson City. This charity believes in assisting the most basic and immediate needs of the poor and vulnerable and giving them the help and resources needed for long-term change. The agency covers the 38 counties within the Diocese of Jefferson City. Volunteers are needed to organize outreach and events.

SUPPORT GROUPS

The parish plans to offer several support groups to assist our parishioners who may be experiencing life difficulties and who could benefit from being with those under similar circumstances. Persons with experience in counseling, social work or working with groups such as these are asked to offer their services to help with the following: families going through divorce (children and adults); widow and widowers; grief group; loss of a child, including miscarriage.

WOMEN'S MINISTRY

This is a **new** ministry open to all women, ages 18 and over who want to build a stronger relationship with God and other women in the parish. The ministry will work closely with the Diocese' Women's Ministry and will determine specific functions and activities as it develops.

PILLAR OF SERVICE – SCHOOL MINISTRIES

HOME & SCHOOL ASSOCIATION

School Office, 573-893-3519

The St. Martin Home & School Association promotes the parents' partnership role of collaborating with teachers, principal, administrators and staff in the support of Catholic education for all school children of the parish. Parents' involvement in school/student events is encouraged as it is the link to success in student learning, boosts school & parish pride, and models stewardship in action for their children. The organization also provides supplemental educational supplies and resources raised through community events. Some of the activities for parents to participate in include the annual parish Picnic and Fish Fry, student treats and class holiday parties, Valentine's Bazaar, Family Nights, as well as student & teacher appreciation events throughout the school year. While supporting the growth of the school, these events also give opportunities for school families to meet and enjoy fellowship with one another, strengthening the parish community for generations to come. Opportunities include: event volunteers, fish fry social, Athletic Committee, coaches, event staff and cheer squad.

SCHOOL VOLUNTEERS

School Office, 573-893-3519

Our Catholic school program utilizes volunteers as classroom assistants and tutors to augment classroom instruction on various subjects. Others are needed in the cafeteria to help with cooking and serving. Opportunities include: classroom volunteers, teacher aide, substitute teacher, tutoring 1:1, office assistants, cafeteria helpers.

Safe Environment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Stewardship

GROWING OUR FAITH

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

—Bishop W. Shawn McKnight



Jefferson City

**BETTER
TOGETHER**