



# 2024-25 PARISH MINISTRY GUIDE

Physical Address: 7148 Business 50 West, Jefferson City, MO 65109

Mailing Address: 7148 St. Martins Blvd., Jefferson City, MO 65109

Parish Office: 573-893-2923

[stmartin.diojeffcity.org](http://stmartin.diojeffcity.org)

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## ***STEWARDSHIP is...***

*...the grateful response of a Christian disciple who recognizes and receives God's gifts and shares these gifts in love of God and neighbor.*

What does stewardship ask of all members of the parish?

- **Spirituality: Commitment to pray.** That is, actively and regularly attend Mass on weekends and Holy days of Obligation.
- **Treasure: 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.
- **Time and Talent: 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.

***All parish families are expected to enshrine these 3 sacrificial commitments through the completion of an annual Catholic Stewardship commitment and 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.

## **SCHOOL MISSION STATEMENT**

The mission of St. Martin Catholic School is to teach a life of Prayer, Leadership, Love, Service and Kindness through Catholic Education.

### **PARISH**

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

Pastor

[frdoke@diojeffcity.org](mailto:frdoke@diojeffcity.org)

573-893-2923

**Deacon Francis Butel**

[fbutel@diojeffcity.org](mailto:fbutel@diojeffcity.org)

573-619-7006

**Deacon Brad Jones**

[bjones@diojeffcity.org](mailto:bjones@diojeffcity.org)

573-690-2155

**Deacon Steve Kliethermes**

[skliethermes@diojeffcity.org](mailto:skliethermes@diojeffcity.org)

573-893-3693

### **SCHOOL**

**Julie Clingman**

Principal

[principal@stmartinjc.org](mailto:principal@stmartinjc.org)

573-893-3519

**Heather Henley**

Asst. Principal/Athletic Director

[hhenley@stmartinjc.org](mailto:hhenley@stmartinjc.org)

573-893-3519

**Heather Schollmeyer**

School Secretary

[school@stmartinjc.org](mailto:school@stmartinjc.org)

573-893-3519

## **PARISH STAFF**

### **Vicki McElwaine**

Parish Receptionist

[receptionist@stmartinjc.org](mailto:receptionist@stmartinjc.org) 573-893-2923

### **Becky Skinner**

Parish Bookkeeper

[bookkeeper@stmartinjc.org](mailto:bookkeeper@stmartinjc.org) 573-893-2923

### **Karen Brondel**

Parish Secretary

[parish@stmartinjc.org](mailto:parish@stmartinjc.org) 573-893-2923

## **MASS TIMES**

### **Weekday Masses**

Tuesday – 5:30 p.m.

Wed-Thurs-Fri – 7:45 a.m.

### **Sunday Masses**

Saturday – 5:30 p.m.

Sunday – 7:30 & 10:30 a.m.

### **STAY CONNECTED**

Facebook:

[@stmartinparishjc](https://www.facebook.com/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](mailto: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](mailto: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](mailto: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](mailto:frdoke@diojeffcity.org) or 573-893-2923.

## **Reconciliation**

Reconciliation is offered on Tuesday from 5:00-5:20 p.m., Saturday from 4:30-5:15 p.m. and Sunday 7:00-7:15 a.m. or by appointment by contacting Fr. Doke at [frdoke@diojeffcity.org](mailto: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](mailto:frdoke@diojeffcity.org) or 573-893-2923.

## ***Do you know someone who is interested in becoming Catholic?***

**OCIA – The Order of Christian Initiation for Adults** 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](mailto:frdoke@diojeffcity.org) or 573-893-2923, or Deacon Brad Jones at [bjones@diojeffcity.org](mailto:bjones@diojeffcity.org) or 573-690-2155.

## COUNCILS

### **Pastoral Advisory Council**

Chair: (Council elected) [pastoralcouncil@stmartinjc.org](mailto: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, the council sets the vision of the parish and collaborates with the Finance and Stewardship councils to see it through. Elected members serve three-year terms.

### **Finance Council**

Chair: Bob Hackman, [financecouncil@stmartinjc.org](mailto: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: Colin Anthony, [schooladvisorycouncil@stmartinjc.org](mailto: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: Bill Whitfield, [stewardshipcouncil@stmartinjc.org](mailto: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.

### **Donut Sundays**

Donuts, coffee and juice are served after the 7:30 a.m. and 10:30 a.m. Masses on the first and third Sundays of each month. The Knights of Columbus host on the 5<sup>th</sup> Sunday. All are welcome to join.

### **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 p.m. with Mass following at 5:30 p.m.

### **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 \$20/year and bring a carry in dish for lunch which is followed by bingo, fellowship, and fun. Volunteers help with planning and organizing.

### **Pickleball**

All are welcome to gather at 5 p.m. on our parish courts next to the parish office every Monday evening when the 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.

## 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

*“When I was a stranger, you welcomed me.” MT. 25.35*

*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. Christian kindness – plain and simple.*

**Contact the Pillar Head: [hospitality@stmartinjc.org](mailto:hospitality@stmartinjc.org)**

### **CHURCH USHERS**

Ushers 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. Ushers ensure that the entrances to church are clean and welcoming, and the church is prepared for Masses. They keep a watchful eye out for persons in need and for potential security issues.

### **DONUT SUNDAY HOSTS**

This gathering after Sunday Masses provides an opportunity for parishioners to enjoy fellowship and conversation in a warm and welcoming environment. Volunteers organize food and drink in the cafeteria on the first and third Sundays of each month. The Knights of Columbus sponsor this event on the 5<sup>th</sup> Sunday of each month.

### **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 helps facilitate a safe and efficient arrival process.

## **EVENT PLANNERS**

Planning fellowship activities, special meetings, and events such as a reception after Confirmation or First Communion requires attention to detail. Two groups of volunteers are needed:

- Set up, decorate, serve and clean up (both men and women)
- “Foodies” who provide food for the events.

Those who enjoy entertaining would have the skills for this work.

## **MEMENTOS COMMITTEE MEMBER**

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

## **NEW PARISHIONER WELCOME COMMITTEE MEMBER**

This ministry assures that 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 the second Sunday in July. **Leaders** are needed to organize various portions of the event such as the overall picnic, dining room, booths, construction etc. **Apprentices** are connected to each leader to learn their process with the intention of taking on that event for the next year. In the weeks prior to the picnic, all parishioners are asked to volunteer for a specific area.



## 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.*

**Contact the Pillar Head: [prayer@stmartinjc.org](mailto:prayer@stmartinjc.org)**

### **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 attend training prior to assuming these duties.

### **LECTORS**

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

### **MEMORIAL COORDINATORS**

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. Birthday and sympathy cards are also sent when appropriate.

### **SPIRITUAL LIFE COMMITTEE**

This ministry plans spiritual experiences, celebrations and events which integrate church teachings, scripture and music to enhance faith formation throughout the year.

### **PRAYER LINE MEMBER**

The Prayer Line members provide prayerful support to parishioners and others. Requests to place someone on the Prayer Line are received via email or from a call to the parish office who then sends notice of these requests to Prayer Line Coordinator of which all parishioners are encouraged to participate. Respect for privacy for these intentions is vitally important to successful functioning of the prayer line. Email to sign up for the Prayer Line at [prayerline@stmartinjc.org](mailto:prayerline@stmartinjc.org).

### **PEWS & BREWS LEADER/PLANNER**

“Pews & Brews” meets on the first Monday of each month and is intended for young adults in their 20s and 30’s.

The evening begins at 5:30 p.m. with Adoration, Reconciliation and Mass at 6 p.m. After Mass, all are invited to Last Flight Brewery for fellowship. Food is provided, and Last Flight offers specials on beer. The event is open to all interested young adults in the Jefferson City area.

### **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 is provided.

### **SEVEN SISTERS OF THE APOSTOLATE**

Seven Sisters are 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 on the assigned day. Substitutes are also needed to fill in for those who may be unable to complete their assigned hour.

## **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.

**PLANNING:** This ministry plans the music for Masses and other liturgical celebrations, purchases and organizes music books, music, licensing, trains organists/pianists, vocalists, and the Children's Choir.

**MUSICIANS:** Volunteers are also needed as cantors, vocalists and accompanists.



## 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. The formation of each individual becomes part of the formation of the parish community. 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.*

**Contact the Pillar Head: [formation@stmartinjc.org](mailto:formation@stmartinjc.org)**

### **ADULT FAITH FORMATION FACILITATORS**

The parish sponsors opportunities to gather as small groups, using programs from [Formed.org](http://Formed.org) and other sources to deepen the understanding of our faith. Parishioners are invited to attend a group or **encouraged to form their own group** that better accommodates their schedule. Education on ways to organize and facilitate groups is also provided. Check the parish calendar for dates, times and location of groups.

### **PARISH SCHOOL OF RELIGION (PSR) INSTRUCTOR**

PSR consists of weekly classes in religion for Catholic students, grades 1-8, who do not attend Catholic school. The program is designed to help parents with their task of teaching their children the Catholic faith. PSR classes are held between Sunday Masses from 8:45 a.m. to 10:00 a.m. Volunteer instructors from the parish are needed to help educate our youth and their parents. For more information, please contact Deacon Steve Kliethermes at [skliethermes@diojeffcity.org](mailto:skliethermes@diojeffcity.org).



### **MARRIAGE PREPARATION FACILITATORS (COUPLES)**

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.

### **OCIA VOLUNTEER**

The Order of Christian Initiation for Adults (OCIA) 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 OCIA sessions.** Hearing about the faith experiences of current Catholics provides tremendous support and encouragement to OCIA participants as they journey toward joining the Church. Sponsors for OCIA individuals are also needed.

### **WOMEN'S MINISTRY MEMBER**

This ministry is 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 works closely with the Diocese' Women's Ministry to provide specific functions and activities.

### **VOCATION COMMITTEE MEMBER**

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. 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 LEADER OR VOLUNTEER**

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.

### **TOTUS TUUS VOLUNTEER**

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.



## PILLAR OF SERVICE

*“As each one has received a gift, use it to serve on another as good stewards of God’s varied Grace.” 1PT. 4:10*

*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.*

**Contact the Pillar Head: [service@stmartinjc.org](mailto:service@stmartinjc.org)**

### LEADERSHIP

Parish councils and organizations are necessary to develop our future roadmap, advise the pastor, assist with strategic planning, support the mission and ministries and assure that our parishioners are well represented so the needs of all are considered in decision-making. Persons with good organizational and listening skills and who are team oriented are needed as chairpersons and members of the following:

- School Advisory Council (elected)
- Pastoral Advisory Council (elected)
- Home & School Association (elected)
- Finance Council (Pastor appointed)
- Stewardship Council (Pastor appointed)

Please indicate if you are interested in serving on any of these groups. Note that not everyone will be selected, however, your willingness to serve will be thoughtfully considered.

### CEMETERY COMMITTEE MEMBER

St. Martin Parish offers burial plots/gravesites to active parishioners at a predetermined rate. Burial in the St. Martin cemetery is considered a privilege for all registered parishioners. 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.

## **FUNERAL LUNCHEON COORDINATORS**

**Coordinators** work with the families of the deceased to provide a luncheon following a parish funeral. They schedule volunteers to contribute food, serve and clean after the luncheon.

## **SOCIAL CONCERNS COMMITTEE**

This ministry reaches out to act on behalf of those in need. This includes people in our parish, our community, and our world. Actions may include a drive to procure tangible items such as diapers, food, or disaster relief and world missions. This group is also the parish liaison with Catholic Charities of Central and Northern Missouri. Volunteers are needed to organize outreach and events.

## **ART & ENVIRONMENT**

This ministry creates a peaceful spiritual environment in the church through the artful use of flowers, plants and other decorations that enhance the seasons of the liturgy.

## **GRIEF SUPPORT GROUP**

The Seasons of Hope program is an outreach program offered in 6-week sessions to those experiencing the loss of a loved one. Volunteers may be utilized to provide refreshments or to assist the facilitators as needed.

## **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.

### **LAWN AND GROUNDS CREW**

Volunteers are needed to keep the parish lawn mowed and trimmed during active growing months.

### **MAINTENANCE VOLUNTEERS**

The parish relies on our skilled volunteers to assist with the upkeep required to maintain functional parish structures. Talented Fix-it crew volunteers are needed to assist with these issues.

### **LANDSCAPE CREW**

Our parish grounds include many decorative flowers, bushes and trees that help to create an inviting appearance. Those who enjoy gardening are needed to assist with this work.

### **COMMUNICATIONS VOLUNTEERS**

Volunteers with communications experience are needed to create content for the parish app, make website updates, create social media posts, posters, bulletin boards, and newsletters.

### **TECHNOLOGY COMMITTEE**

The Technology Committee oversees a wide range of technology and computer-related projects across the entire campus, including the parish office, church, and school. Their responsibilities encompass:

1. **Computer Hardware and Software:** Conducting research, evaluating options, installing systems, and providing ongoing support to school and parish staff.
2. **Network Management:** Setting up and maintaining the campus-wide network infrastructure to ensure reliable and efficient connectivity.
3. **Strategic Planning:** Collaborating with the pastor and principal to develop long-term plans for the campus's computer and network needs.

These volunteers play a crucial role in ensuring the smooth operation and advancement of the campus's technological capabilities.

### **PARISH OFFICE VOLUNTEERS**

The parish office is the hub for many communications, record keeping and scheduling responsibilities. Volunteers may assist with answering phones, making copies, assembling mailings and handouts and organizing files from the hours of 8:30 a.m. to 4:00 p.m. Tuesday to Friday.

### **CHURCH MARQUEE MESSAGES**

Volunteers are needed to assist with changing the scripture message on the marquee sign in accordance with the liturgical season.

### **QUILT CIRCLE/QUILTING COMMITTEE MEMBER**

This group sews and collects quilts from fellow parishioners and others willing to donate quilts for the annual church picnic auction and is responsible for the pre-picnic set-up of the quilts and post picnic clean-up 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 altar room to create beautiful quilts and to foster fellowship among those who enjoy this talent and skill.



## **PILLAR OF SERVICE – SCHOOL**

**Contact: School Office, 573-893-3519**

### **SCHOOL VOLUNTEERS**

Our Catholic school program utilizes volunteers for many important services. Volunteers are needed for:

- school office assistants
- teacher assistants
- substitute teachers
- tutors
- cafeteria helpers to assist with cooking and serving

### **ATHLETIC COMMITTEE MEMBER/VOLUNTEER**

The Athletic Committee serves as part of the mission of the school. The primary purpose of volunteers who help with this committee is to instill self-discipline, good sportsmanship, fairness and Christian behavior in the student athlete who participates in a sporting event. Those who enjoy sports can assist by being a committee member, coach, or sporting event liaison.

### **HOME & SCHOOL ASSOCIATION EVENT VOLUNTEERS**

Leaders with exceptional organizational skills serve as officers for the St. Martin Home & School Association. The 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. Some of the activities include organizing the annual Fish Fry, student treats and class holiday parties, Valentine's Bazaar, Family Nights, as well as student & teacher appreciation events throughout the school year. Volunteers are needed to assist with coordinating these events.

## **FISH FRY VOLUNTEER**

The annual Fish Fry events are coordinated by the Home & School Association and held during the season of Lent which provides an opportunity for the *entire parish* to join in for fellowship and fundraising. Volunteers are needed for cooking, serving, and cleaning.



# Protecting God's Children

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

## **1.1. Safe Environment Requirements for Adult Employees, Priests, Deacons,**

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

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

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

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

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

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

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

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

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

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

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

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

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

agree to a national background screening through the National Sex Offender Registry, completed by chancery personnel);

read and consent to the Code of Pastoral Conduct; and

complete the Single Occasion Volunteer Form that is available at [diojeffcity.org/safe\\_environment](http://diojeffcity.org/safe_environment).

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

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



# Stewardship

GROWING OUR FAITH

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*“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



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