



**Immaculate
Conception**

Brookfield, Missouri

PARISH STEWARDSHIP GUIDE

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www.icbrookfieldchurch.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 encouraged to incorporate 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 active stewards in the parish.

PARISH MISSION STATEMENT

To proclaim Christ...to be community...to serve...to celebrate

PARISH STAFF

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MASS TIMES

Sunday 9:00am

Wednesday 8:30am OR 5:30pm during Lent

RECONCILIATION

Sundays 8:30-8:50am

STATIONS OF THE CROSS

Every Wednesday during Lent at 5:00pm

STAY CONNECTED

Facebook: Immaculate Conception Family Faith
Immaculate Conception Catholic Church-Brookfield

Website: icbrookfieldchurch.org

SACRAMENTS

For more information, please contact the office at rectory@icbrookfield.org or 660-258-2507

Baptism

Parents requesting the Sacrament of Baptism for their child should contact the parish office to begin scheduling the sacrament. Time for Baptism preparation may be required to help the parents fully understand the gravity of the sacrament. At least one sponsor must be a confirmed Catholic.

First Communion and First Reconciliation

Preparation for First Holy Communion and First Reconciliation typically takes place in the second grade PSR program. The Mass for children participating in the group First Holy Communion is usually celebrated shortly after Easter.

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 the PSR program. Preparation is usually done every other year.

Holy Matrimony

Premarital counseling, coaching, and education are investments in a couple's future. Couples in our Diocese may choose a Pre-Cana class or an Engaged Encounter weekend along with mentoring sessions with a married couple. Tyler and Emily Gordon have been prepared to mentor couples from our parish.

Reconciliation

Reconciliation is offered on Sunday mornings from 8:30 until 8:50. A Reconciliation Service with several priests being available is offered during Advent and Lent.

Anointing of the Sick

This sacrament is intended for those who suffer from injury, illness, old age, or about to undergo a medical procedure. It is not necessary that someone be at the point of death to be anointed. Anyone fitting these guidelines may ask to be anointed. The parish will offer the sacrament a couple times a year, along with a Sunday Mass.

OCIA — The Order of Christian Initiation of Adults

This is the process by which interested people learn about, participate in, and become fully initiated members of the Catholic Church. It is a period of reflection, prayer, instruction, discernment, and formation. Each person will have a sponsor who walks through the process with them. The Sacraments of Initiation (Baptism, Eucharist, and Confirmation) are normally received on Holy Saturday. People from the parish are encouraged to sign up to be part of the RCIA team, along with the Parish Life Collaborator.

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.





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.

GREETERS AND GIFT BEARERS

Greeters are scheduled for each door before the Sunday Mass. Greeters may open the front door and greet guests or stand near the inner doors to greet people and welcome them into Church. The greeters also carry the Offertory gifts to the altar at the appropriate time.

HOSPITALITY/WELCOME COMMITTEE

This committee considers and implements ways for the parish to be more welcoming to parishioners and visitors. It should help with activities for the Parish to get to know each other such as a Parish game night or other functions. Welcome new members and introduce at mass.

MEAL PREPARATION FOR PRIESTS

Persons are needed to prepare/serve meals for visiting priests for special liturgies or penitential services. This is done in the rectory usually 2-3 times per year

MINISTRY TO THE SICK AND THOSE IN LOCAL CARE FACILITIES

The Pastoral Associate with the assistance of volunteers will visit the sick and those in local care facilities weekly. The purpose of this committee is to take Communion to the sick, pray with them, and let them know that they are cared about. When someone in the family is ill, the committee may provide meals.



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.

ALTAR SERVERS

Assist the priest during Mass by setting the altar, handing Father the water and wine, ringing the bell at Consecration. Altar servers may be any age **after** they have made First Communion. Arrive 15 minutes before Mass for the processional, dressed appropriately for Mass.

CHILDREN'S LITURGY

Adults needed to help plan the scheduled liturgy. Contact youth to fill various ministries for Mass and provide them with readings and direction. Practice is expected the week prior to liturgy.

CROSS BEARERS

Cross bearers carry the cross and lead the procession into and out of church at each mass. May be of any age **after** they have made 1st communion.

EUCCHARISTIC ADORATION

During hours of Adoration, you may sign up for a specific time or attend anytime during the time that the Eucharist is displayed. It is important to show up during your time if you sign up. During this time, you may pray, read, write in your journal or reflect letting the Holy Spirit lead you.

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Distribute Holy Communion either within the Mass or by taking it to the sick person. Show great reverence for the Most Holy Eucharist by their demeanor, their attire and the manner in which they handle the consecrated bread and wine. Person needs to be confirmed and an active Catholic. A new minister will receive a brief training.

LECTOR

The person who “proclaims the readings” at Mass. They do the readings and the Prayers of the Faithful (petitions). The readings are found in Sunday Word, the app Laudate, a lector workbook, and other sources. It is essential to prepare the readings ahead of time.

MUSIC (Cantor, Choir or Musician)

If you love to sing, we encourage you to be a cantor or join the choir. If you play an instrument, please share your talent. If you would like to organize a youth or children’s choir that would be wonderful.

PRAYER LINE

If you sign up to be part of the prayer line, when requests for prayer come in, you will receive an email asking you to pray for the intention. Prayer can be in any form you choose and on your schedule. If you are willing to pray but do not have email, you will be part of a calling tree and will receive a phone call about the prayer intention.

PRAYER PARTNER FOR SHUT-INS AND NURSING HOME RESIDENTS

Most of the shut-ins and nursing home residents are on the bulletin prayer list but they would appreciate someone specific praying for them. If you sign up, you will receive a name, address, birthday, etc. You may pray and also develop the relationship by sending cards or maybe visit.

PRAYER PARTNER FOR YOUTH

Each of our PSR, High School, and College students have a prayer partner. The prayer partner prays for them and maybe sends a birthday card or Christmas card (optional). The youth are also encouraged to pray for you.

ROSARY LEADERS

Lead the rosary before Sunday Mass at 8:25 and/or on special occasions such as Divine Mercy Service or during Prayers for someone who is sick.

SACRISTAN

The sacristan places the chalice, the hosts, water and wine on the credence tables for Mass. They turn on the microphone, etc. They also wash the vessels and put everything away after Mass.

USHERS

Monthly, four Usher volunteers are scheduled for each Sunday and other special Masses. The ushers assist people in finding seats. In addition to taking up the weekly collection, they help to usher people to receive Communion. They count the number of people in Church and record the number. They distribute bulletins/literature after mass as needed. They are also responsible for Church security, if necessary, assisting in contacting police and fire departments, and assisting in getting people out of Church as quickly as possible.

WORSHIP AND SPIRITUAL LIFE COMMITTEE

The committee helps to plan anything related to special liturgy occasions and spiritual activities such as retreats, Advent by Candlelight, and Mass in the Park.



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.

BIBLE STUDY OR SMALL GROUP STUDY

Small group study, such as Grateful Living, Why Catholic?, or Morning Glory, encourages all to deepen their faith through study and sharing. This is an opportunity to build a stronger relationship with God and other people in our parish. Thus making us a stronger parish family.

YOUTH CARITAS LEADERS

This is a group of young people who have been confirmed. Leaders help these youth continue to learn about their faith and give them opportunities to serve their church community. Caritas means “caring and loving”. Leaders are required to have VIRTUS training.

CHURCH LIBRARY

The church library is comprised of several spiritual reads. The library is located in the breezeway between the church and rectory. The books, CDs and DVDs will be rotated regularly. The items may be checked out via the honor system.

DIRECTOR OF RELIGIOUS EDUCATION (DRE)

The director would coordinate PSR classes and activities with the teachers and with the Parish Life Collaborator.

PARISH SCHOOL OF RELIGION (PSR) — CATECHISTS/STUDENTS

PSR is open to students Pre-School-12. All youth are encouraged to attend to help their faith grow. Catechists are needed for the program and are required to have VIRTUS training

ORDER OF CHRISTIAN INITIATION OF ADULTS (OCIA) TEAM

A process for those interested in the Catholic faith journey toward full communion with the Catholic Church. Opportunities to sponsor a candidate is a great way to share your faith.

STEWARDSHIP COUNCIL

This council works with the Pastor, Pastoral Associate & Parish Council to educate, engage and empower the parish community about the spirituality of stewardship.

WOMEN'S MINISTRY

The Women's Ministry presents opportunities for talks, retreats, and other spiritual events, in coordination with the Diocesan Women's 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.

ADVENT REFLECTION EVENING COMMITTEE

This group plans and organizes an Advent event for women. It is an evening of reflection, fellowship and song held before the Advent season.

ALTAR LINENS

Volunteers take home, wash and press the corporals, and purificators used during our Parish Masses. 12 volunteers are needed or fewer people can double up on months.

BUILDINGS AND GROUNDS COMMITTEE

Members of the committee meet to discuss the physical needs of the parish buildings and grounds. Members then prioritize the list and take care of the projects that they are able to do, with the help of volunteers from the parish. Other tasks are then considered by the Pastoral and Finance Councils of the parish. Meetings for this committee are arranged by the Parish Life Collaborator as needed.

CEMETERY BOARD

The Cemetery Committee meets occasionally to set policy regarding the cemetery. Committee members solicit help from the parish to spray the driveways for weeds and do minor repairs to tombstones, etc.

CHRISTMAS BASKETS

Ministries in Linn County coordinate this effort. Ingredients for a Christmas dinner are donated and assembled for a family in need. Christmas Dinner Baskets can be delivered or be left at Church and volunteers will distribute them. What a great opportunity to give at Christmas time!

CHURCH DECORATING

Actively participate in decorating the Church, especially for Christmas and Easter. Times for decorating will be announced by the parish office. Help is greatly appreciated for decorating as well as taking down decorations.

COMPILE TIME AND TALENT VOLUNTEERS

Volunteers will go through the Time and Talent sheets and compile lists of volunteers for each ministry. The lists will be typed and distributed to group leaders.

FLOWERS FOR MARY AND JOSEPH

Volunteers are assigned a month to place a plant or real or real-looking flowers in Church in front of the statues of Mary and Joseph.

FINANCE COUNCIL

Finance Council members are contacted by the Pastoral Associate to serve on the council. The council aids in all financial aspects of the parish. The council meets every other month.

FIX-IT CREW

Volunteers will be called as needed to make minor repairs and maintain the buildings and grounds of the Parish. Help with Painting, Carpentry, Plumbing, Electrical work, Tech Support, and care for outside flowers is greatly appreciated!

FUNERAL LUNCHEONS

Volunteers will coordinate meals after funerals for bereaved family members and friends. The committee will call Parish volunteers to help provide dishes. The Parish Life Collaborator will work with the family and then let the committee know the meat preferred by the family and approximate number of guests to be served. This coordinator/committee is responsible for coordinating the meal as well as setting up for the family and cleaning up after the dinner. (Moving tables and chairs is done by the parish janitorial staff.)

GOLDEN AGE DINNERS

The parish offers a meal for Seniors. Residents from the area nursing homes are invited.

KNIGHTS OF COLUMBUS AND LADIES' AUXILIARY

Groups meet once a month for their respective meetings. Both groups dine together before their meetings. KCs and the Lady Knights sponsor projects that help the surrounding area and our Parish. These groups are service oriented and very generous to Immaculate Conception Parish.

MONEY COUNTERS

Weekly collections are usually counted on Mondays. It is strongly recommended that three people count the collection, especially if two of the counters are related. Volunteers are needed to be substitute counters when needed.

PASTORAL COUNCIL

Council members are chosen by election. However, it is great to know who is willing to say "yes" to nominations made by the parish. The Pastoral Council helps to set the vision and policies for the parish.

PRO-LIFE MINISTRY

The Pro-Life committee is being revived! Billboards are posted on Highway 36 east and west. "God loves ALL Life, Choose Life." As the group grows, activities will be planned.

SALVATION ARMY BELL RINGING

All of the Ministries in Linn County participate in the Salvation Army Bell Ringing (located in the Walmart parking lot) 85% of the money collected stays in Brookfield and is utilized to help those in need with rent, utilities, etc. Our Parish volunteers will ring the bell for a one-hour time period during the holiday season from Thanksgiving to Christmas Eve. IC usually is responsible for two to three days.

SECURITY COMMITTEE

The Security Committee considers ways to make the Church and parish safer. Ushers and designated people are the first responders for any problems during Mass.

TURKEY DINNER CHAIRPERSON

The dinner is the parish's main fund-raiser, usually the first or second Sunday of November. Volunteers would be co-chairpersons for one year and learn the ins and outs of being the chairperson; they would become the chairperson the following year. This position is on a rotating basis. As chairperson, you will coordinate the annual fundraiser and work with all the committee leaders, as well as the Pastoral Associate. This is **not** for chairpersons of individual areas of the dinner.

VOCATIONS COMMITTEE

The group promotes, encourages, and educates all to listen for and hear what the Lord is asking of us. All are encouraged to pray for vocations.

APP RESOURCES

FORMED

Parish members can sign up under our parish name. A great resource for education and entertainment for the family.

ASCENSION

Offered for \$1 for the first year through the Diocese of Jefferson City.

ADDITIONAL RESOURCES

AARP Foundation Tax-Aide

Income Tax Return Preparation for Seniors. Call Grand River Multi-Purpose Center in Chillicothe, Mo. at 660-646-1555.

Community Action Partnership of North Central Missouri

When in need, the Community Action Partnership is able to help with car licenses, car repairs, medications, water, utilities, etc. (one time). For information call 855-290-8544.

Contemplative Outreach of Central Missouri

The mission of Contemplative Outreach is to teach the method of Centering Prayer and to support those whose Spiritual Journey includes a practice of this prayer. Check *The Catholic Missourian* newspaper for session times OR go to www.cocemo.org for the ongoing class with Father Matthew Flatley.

Help needed at Trinity Food Bank

Volunteers are welcome any time. Help is especially needed on truck delivery days and two to three days after: First Thursday—Monday and the Third Friday—Wednesday.

PREGNANCY RESOURCE CENTER

Bring awareness to the Pregnancy Resource Center to our Parish. Arrange collection and donation of items needed by the Center to their location in Marceline, MO. The current open hours for the Center are Tuesdays and Thursdays from 3 p.m. to 6 p.m.

SENIOR SOLUTIONS

Senior Life Solutions helps older adults who are experiencing a mental health challenge develop the coping and communication skills they need to live a healthier and happier life. Offered through Pershing Memorial Hospital 660-258-1320

- ▶ 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.*

