

# Our Lady of the Lake Catholic Church Battle Lake, MN



## Mission Statement

“Aided by the intercession of Our Lady of the Lake, we will reach out with welcoming hospitality and focus on helping each person to develop a vibrant, Christ centered spiritual life through communal worship and education.”

# Ministry Handbook

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## Ministry Contacts

Altar Server Training	Deacon Craig Stich	218-864-8744
Arts & Environment Committee	Stephanie Christianson	701-238-4418
Baptism Class	Parish Office	218-864-5619
Bible Study – call office for current offerings	Parish Office	218-864-5619
Cemetery Committee	Bob Westgard	320-766-3197
Direction for Our Times	Janet Hennemann	218-769-4407
Eucharistic Adoration	Parish Office	218-864-5619
Eucharistic Minister	Parish Office	218-864-5619
Faith Formation:		
Confirmation	Steve & Lisa Young	218-371-9289
Edge/Life Teen	Tom & Janelle Van Erp	218-548-4230
First Reconciliation and Communion	Jenny Mills	218-862-5564
Sunday School	Jenny Mills	218-862-5564
Funeral Lunch Committee	Parish Office	218-864-5619
Lector Training	Brett Hallberg	218-862-4474
Library	Julie Proctor	
Marriage Preparation	Jim & Ashley Alstadt	218-849-0999
Men of Mary	Richard Miller	218-770-8886
Ministry Handbook	Grace Girard	320-309-7902
Mission Sewing	Jan Hallberg	218-731-6047
Money Bagger	Parish Office	218-864-5619
Money Counter	Parish Office	218-864-5619
Music and Liturgy Director	Paul Malecha	218-639-0582
Parish Service Group	Parish Office	218-864-5619
Pastoral Council	Parish Office	218-864-5619
Prayer Chain	Marge Condiff	218-864-8955
RICA	Parish Office	218-864-5619
Rosary at Good Samaritan	Richard Miller	218-770-8886
Sacristan	Ruby Vogel	218-864-8172
Social Concerns Committee:	Helen Trumbauer	218-864-5026
Angel Tree		
Battle Lake Food Shelf		
Prayer Shawl Ministry		
Stations of the Cross – Lenten Season	Parish Office	218-864-5619
Sunday Mass & Eucharist at Good Samaritan	Jan Hallberg	218-864-5067
Sunday Rosary Leader	Ruby Vogel	218-864-8172
Usher Coordinator	Darrell Trumbauer	218-864-3100
Visits with VA Nursing Home Residents	Richard Miller	218-770-8886
Wedding Coordinator	Parish Office	218-864-5619
Youth Mission Coordinator	Parish Office	218-864-5619

# Liturgical Ministries

## Altar Server

Altar servers assist the priest during the celebration of the Mass, carrying candles, incense, or the cross at Sunday Mass, Holy Days and funerals. Anyone in grade 4 and up is eligible to be an altar server. Training will be provided. Altar servers are scheduled at least one month in advance and every effort is made to coordinate their schedule with the schedule of other family members who may also be assisting at Mass.

## Eucharistic Minister

Eucharistic Ministers help distribute Holy Communion at daily, Sunday and Holy Day Mass, to the homebound and at the Battle Lake Good Samaritan Center. Ministers must be confirmed, practicing Catholics and be commissioned by the Bishop of the St. Cloud Diocese. Eucharistic Ministers are scheduled at least one month in advance and every effort is made to coordinate their schedule with the schedule of other family members who may also be assisting at Mass.

## Lector

Lectors are needed for all Masses. Their primary responsibility is to proclaim the Word of God at Mass. The ability to be heard and understood is necessary. Lectors are scheduled at least one month in advance and every effort is made to coordinate their schedule with the schedule of other family members who may also be assisting at Mass.

## Money Bagger

Money Baggers are responsible for bagging the collection proceeds after mass.

## Money Counter

Money Counters are appointed by the Parish Priest. They are responsible for counting and processing collection proceeds after mass.

## Sacristan

Sacristans are responsible for the “set-up” before and after Mass. This includes setting up the altar and preparing the hosts and wine to be used. Sacristans also perform other duties done behind the scenes that are essential to the orderly celebration of Mass.

## Usher

Ushers assist before during and after the Mass. They welcome and seat people, take up the offering, find someone to bring up the Gifts, guide parishioners during Communion, hand out bulletins after Mass and ready the church for the next Mass. Men, women and high school students are needed. Ushers are scheduled at least one month in advance and every effort is made to coordinate their schedule with the schedule of other family members who may also be assisting at Mass.

## Music Ministries

### Director of Music & Liturgy

The Director of Music & Liturgy plans and manages a comprehensive liturgical program; this includes planning and development of the full liturgical cycle, special liturgical events during major seasons, coordinating and directing choirs, working with volunteers in the area of liturgy and music, supervising the parish(s)'s music program, selecting music, scheduling liturgical ministers, conducting a liturgical education program, and coordinating the evaluation of overall parish (s) liturgical needs. This is a shared position between the parish(s) of St. James in Maine, St. Edwards in Henning, and Our Lady of the Lake in Battle Lake. There is a need for instrumentalists and vocalists for providing music at mass.

### Vocal – Choir/Cantor

The choir and cantors provide musical leadership that fosters the full and active participation of the assembly during the Mass. The choir provides musical leadership approximately two times per month and holds practice Sunday mornings from 9:15 to 10:15. Schedules are prepared in advance for both vocal and instrumental leaders.

### Instrumentalist

Instrumental leadership is welcome for enhancing the sung prayers of the parish community. The parish currently has a grand piano, drums, a Clavinova digital piano, a guitar and some percussion pieces. If you have experience with other types of instruments, we would welcome your expertise.

## Faith Formation/Youth

### Edge/Life Teen

The purpose of this group is to lead teens closer to Christ.

**Edge** is for students in grades 6-8

**Life Teen** is for students in grades 9-12.

They meet on Wednesday evenings during the school year. A meal is provided for the students from 5:20-6:00 p.m. and classes run from 6:00-7:30. There are a variety of opportunities to help.

There is a need for help in setting up the environment for the evening – which could be done on either Tuesday evening or Wednesday during the day. This would require about 2 hours per week and could be shared by several people.

Teachers and small group leaders are needed. The duties would be to lead small group discussions, teach the material for the week or assist other leaders. Team teaching is an option.

Someone is needed to coordinate the meal schedule. (Parents help with providing meals.)

Anyone willing to prepare and/or serve a meal once a month or once a year would be helpful – see program coordinators to volunteer.

## Faith Formation/ Youth cont

### First Reconciliation and First Communion

Preparation for First Reconciliation and First Communion is done in conjunction with the Sunday School program. Contact the parish office to register your child in the program.

### Sunday School

Sunday School is available to children in kindergarten through grade 5. They meet on Sunday mornings from 9 – 10:15 during the school year. Teachers as well as substitute teachers are needed each year. Lesson plans and materials are provided

## Faith Formation/Adult

### Bible Study

Bible studies are offered throughout the year and are open to everyone. If you are interested in becoming a leader or attending, see the parish office for current offerings.

### Rite of Christian Initiation of Adults (RCIA)

The RCIA is oriented towards those who are searching and inquiring about the Catholic way of life. While this program is oriented for adults, it accepts teenagers who are mature enough to participate in the RCIA. Christian initiation is accomplished by three Sacraments together: Baptism which is the beginning of new life; Confirmation which is its strengthening; and the Eucharist which nourishes the disciple with Christ's Body and Blood for their transformation in Christ. Contact the church office for availability of the next offering.

## Spiritual Growth Opportunities

### Baptism Class

Baptism class is required for those parents who, for the first time, are having a child baptized into the Catholic faith. Contact the parish office for information.

### Direction for our Times

Direction for our Times is a prayer group that meets at 3:00 pm on the 2<sup>nd</sup> Tuesday of each month. Everyone is welcome. Contact Jan Hennemann more information.

### Library

A spiritual library is available. Donated material may be left in the marked container in the library or you may check out material for personal use. There is also a collection of CD's and DVD's available for purchase in the rack in the gathering space.

## Spiritual Growth Opportunities cont.

### Eucharistic Adoration

Eucharistic Adoration takes place the first Thursday of the month from 9:00 -5:00. Prior to the date, a sign-up sheet is available in the gathering space. Come and spend a quiet hour with Jesus. Another opportunity exists on the 3<sup>rd</sup> Sunday of each month at 3:00 p.m. with Eucharistic Holy Hour for the sins committed against the Immaculate Heart of Mary and the Sacred Heart of Jesus.

### Marriage Preparation

All sacramental marriages that take place in any diocese in Minnesota must participate in a Marriage Preparation Course and take the pre-marriage inventory and review it with the pastor or a married couple trained in reviewing the inventory. A wedding coordinator is available to assist with timelines and details. Contact the parish office at least 6 months before the wedding.

### Men of Mary

Men Of Mary is a spiritual men's group that meets on the 2nd and 4th Saturday of each month at 8:00 AM at Our Lady of the Lake to pray the Most Holy Rosary of The Blessed Virgin Mary. The rosary is followed by reading and discussion of the Mass readings. All men are welcome.

### Prayer Chain

The Prayer Chain is one way to bring your concern to God with the support of others in the Our Lady of the Lake community. The prayer chain has been in existence for over 35 years and is based on Matthew 18:19 "Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven." Once a request for prayer is received, a call goes out to members of the chain at 8:00 a.m. All prayer request are confidential. Calls are made to homes only, not a place of work and though messages are left, contact must be made to an actual individual. If possible, the members of the chain try to pray at the same time. Anyone with time to do it and a commitment to pray may be part of this ministry. See the front page of the bulletin for contact information.

### Stations of the Cross

Each Lenten season, Stations of the Cross are offered as a reminder of the sacrifice and celebration that comes from Jesus' dying and conquering death; even death on a cross. Candle and cross bearers as well as readers are needed.

### Sunday Rosary Leader

An individual or couple leads the congregation in the rosary before each mass. Contact Ruby Vogel to have your name added to the schedule.

## Parish Committees

### Arts & Environment Committee

The Arts & Environment Committee is composed of volunteers who have a gift for artistic arrangements. They follow the Church's guidelines in preparing the liturgical environment and gathering space for the various church seasons. Volunteers are especially needed during the seasons of Christmas, Easter and Lent.

### Cemetery Committee

The Cemetery Committee consists of the pastor and 3 others who meet as needed to review procedural requirements for burials according to rules of the State of Minnesota, the St. Cloud Diocese and our parish. The cemetery is maintained by parish employees.

### Finance Committee

The Finance Committee is an advisory committee for the parish. It meets quarterly to assist the pastor with the decisions that affect the financial stability of the parish. The committee is composed of the pastor, two trustees, a liaison person from the Pastoral Council and other members who are appointed.

### Pastoral Council

The Parish Pastoral Council is the preeminent advisory body in the parish. All other councils, boards and commissions report and are held accountable to this council. This council is the principal instrument through which the laity of the parish participates in the decision making process of the parish. Any person who has been confirmed and is a member of Our Lady of the Lake parish may be elected to the council. Terms are for three years. Elections take place in the spring every year. The council meets quarterly.

### Social Concerns Committee

The Social Concerns Committee assists the parish in understanding the Seven Principles of Catholic Social Teaching through direct service and education. The group meets quarterly in May, August, November and February but members are involved in projects throughout the year. New members are always welcome.

#### Angel Tree

The Social Concerns Committee sponsors the Angel Tree Project in December. We receive information from the Battle Lake School about families who are in need of help in providing their children with a Christmas gift. A tree in the gathering space will be hung with tags indicating clothing sizes or a child's wish for a particular toy. Our parishioners then purchase and wrap the item, attach the tag and the gifts are delivered to the school in time for the parents to get these items home and under their own tree. No names are given and the information is confidential. You are invited to participate by selecting a tag or, if you are in need of assistance yourself, contact the Battle Lake School



## Social Concerns Committee cont.

### Battle Lake Food Shelf

The Social Concerns Committee purchases and delivers items to the Battle Lake Food Shelf.

### Prayer Shawl Ministry

Knitters pray while creating shawls and scarves for parish members needing comfort and healing. Knitters are always welcome and encouraged to join this ministry.

## Outreach Programs

### Funeral Lunch Committee

A volunteer chairperson coordinates the committee and all members of the parish are welcome to assist with this important ministry. The purpose of the committee is to provide and prepare food, set up and serve lunch following a funeral at the church, and also to provide comfort and support for the families from our church community during a difficult time. Needed are: kitchen helpers, servers, and volunteer bakers. Men of the parish often assist in cleanup.

### Ministry Handbook

As contact information is constantly changing, there is a need for someone to periodically update the Ministry Handbook. Some computer skills are needed.

### Parish Service Group

The purpose of the Parish Service Group (PSG) is to serve the members of Our Lady of the Lake by supporting them in their joys and sorrows and by strengthening our Christian community through faith, fellowship and service. This group also helps host Hospitality Sunday. All women of the parish are assigned to one of six groups. Each group has two leaders and each group is responsible for activities two months each year. The leaders contact members of their group when help is needed for a particular function during their month or during a parish-wide activity. Money earned by the group from these activities is used to: support two Guatemalan children through Common Hope, support special projects for the year, continually update the kitchen with supplies as needed and to set aside money for special projects. The group meets on the first Wednesday of the month at 10:30 a.m. April through December. All women are encouraged to attend the meetings.

## Outreach Programs cont.

### Rosary at Good Samaritan

Someone from the parish leads the Rosary for the residents at the Good Samaritan Care Center on Mondays at 3:15. Additional leaders are always needed and are scheduled on a monthly basis. Anyone is welcome to attend.

### Sewing/Quilting

The sewing/quilting group works on a local level within the framework of the St. Cloud Diocesan Mission Office. The group supports the Mission Office with prayer, embroiders dish towels, makes clothing for children of the missions, ties blankets, sews quilts, purchases or makes layette items and fills ditty bags with hygiene products. The group meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 9:30 a.m. No experience is necessary. Bring a bag lunch and come join us.

### Sunday Mass & Eucharist at Good Samaritan

Mass is offered via DVD at the Good Samaritan Sunday mornings at 9:30 a.m. The eucharist is distributed to those wishing to receive it.

### Visit with Vets

Individuals can volunteer at the Veterans Home in Fergus Falls on a monthly or weekly basis. Activities might include 1-1 visits with vets or small group discussion, assisting with shopping trips, breakfast at a restaurant, walking, gardening, fishing, etc. A van and driver are provided for activities outside the facility.

### Youth Mission Coordinator

The Youth Mission Coordinator's primary responsibility is to plan and facilitate a minimum of two mission projects among the parish cluster annually. In this regard, "mission" means bringing Christ's presence to people whom society may not consider worthy of dignity and hope (the marginalized), whether because of poverty, advanced age, sexual orientation, criminal history, immigration status, perceived flawed moral state or the like; and bringing the youth of the parish into a holy relationship with them and with God's creation through acts of charity and love. Mission events should be between one day and up to one week in duration. All mission event details are to be presented by the Coordinator to the Parish Priest for review and final approval.

## Faith Enrichment Opportunities

### Beginning Experience

Beginning Experience (BE) is an international program that helps facilitate the grief resolution process for those who have suffered such a loss through separation, divorce or death and frees them to again love themselves, others and God. This is accomplished by offering time-tested and copyrighted grief resolution programs presented by trained peers. Founded by a Catholic nun and rooted in the Christian tradition, the ministry's open, ecumenical spirit serves those of all faiths. Beginning Experience of Central Minnesota is just one of over sixty teams serving communities across the United States. Team members lead participants through a program of presentations, private reflection and small group sharing. A sense of community develops in an atmosphere of care and support that is the hallmark of each Beginning Experience weekend.

[www.beginningexperiencecentralmn.org](http://www.beginningexperiencecentralmn.org)

### Demontreville Retreat

Demontreville Retreats provide an opportunity for men of all religious backgrounds and convictions to spend a quiet weekend away from the noise and confusion of the business and social world. Retreats begin every Thursday at 6:30 p.m. and conclude after supper on Sunday evening. [www.demontrevilleretreat.com](http://www.demontrevilleretreat.com)

### Koinonia Retreat

Thinking of doing something for yourself to enrich your faith journey? Koinonia is a community experience in Christian living designed especially for adults 20 years and older. It is a Catholic retreat program sponsored by the Diocese of St. Cloud. The scheduled weekends begin at 5:30 p.m. on Friday and end on Sunday evening about 5:00 p.m. Full or partial scholarships are available for those in need. Applications and dates are available at

[www.centralmnkoinonia.org](http://www.centralmnkoinonia.org)

### Marriage Encounter

The emphasis of Worldwide Marriage Encounter, a marriage enrichment program, is on communication between husband and wife who spend a weekend together, away from the distractions and the tensions of everyday life to concentrate on each other. It's not a retreat, nor a marriage clinic, nor group sensitivity. It's a unique approach aimed at revitalizing Christian Marriage. This is a time for you and your spouse to be alone together. It is a time to rediscover each other and together focus on your relationship for an entire weekend. Every marriage deserves that kind of attention. [www.wwme.org](http://www.wwme.org)

## Faith Enrichment Opportunities cont.

### Pacem in Terris Hermitage

Pacem in Terris (Peace on Earth) is a Franciscan Center of Spirituality located near Isanti, MN called to serve God's people through prayer and by providing the opportunity to retreat into the silence and solitude of a simple hermitage environment. The hermitages are nestled in the midst of the natural beauty of forest, prairie and a wildlife lake. Away from the struggles and influences of a secular society, the hermit/guest enters into the freedom of a "desert-like" environment, following Christ's example where "he would often go off to some place where he could be alone to pray". Once free from the fast-paced, noisy, and over-scheduled life, the hermit can more easily be aware of their needs both personally and in relationships. It becomes possible to listen, truly listen, to one's inner voice and the voice of God – allowing God to become the sole retreat director. [www.paceminterris.org](http://www.paceminterris.org)

### Retrouvaille

This program offers a weekend experience with six follow-up sessions, designed to provide the tools to help put marriages in order again. It is for couples with troubled marriages, including separated or divorced couples who want their marriage to work. For information and registration – [www.helpourmarriage.org](http://www.helpourmarriage.org)

### Together Encountering Christ (TEC)

TEC is a three day retreat weekend based on the Paschal Mystery and the death and resurrection of Jesus Christ. TEC originated as "Teens Encountering Christ" in 1965 as a retreat experience for high school students. There are active TEC centers throughout the United States and foreign countries. CENTRAL MINNESOTA TEC began in 1978 and is one of several TEC centers in Minnesota. CENTRAL MINNESOTA TEC changes its name to "Together Encountering Christ" to better reflect the presence of both teen and adult participants on the weekends. The retreats are held on the grounds of Holy Family Parish, Belle Prairie, Minnesota, just north of Little Falls on Highway 371.

<http://www.cmtec.org/intro/index.html>