

# **St. John the Baptist Catholic Church of Collegeville**

**14241 Fruit Farm Road  
St. Joseph, MN 56374**



## **Mission Statement**

We are a progressive Catholic  
Benedictine Community encountering  
Christ through the celebration of  
Word and Sacrament, one another,  
nature, and our thirst to create a just  
world.

## TABLE OF CONTENTS

<b>Historical Sketch of Parish</b> .....	<b>3</b>
History, Newcomers, Parish Membership, Stewardship & Financial Support, Fundraising	
<b>Parish Personnel and Publications</b> .....	<b>5</b>
Director of Faith Formation, Director of Liturgical Music, Parish Center Supervisors, Administrative Assistant, Kitchen Coordinator / Supervisors, Sunday Bulletin, St. Cloud Visitor	
<b>Sacramental Life of the Parish</b> .....	<b>6</b>
Baptism, Reconciliation, Eucharist, Confirmation, Marriage, Anointing of the Sick, Communion Calls, Wakes, Funerals, and Burials	
<b>Parish Liturgical Ministries</b> .....	<b>7</b>
Participation in Parish Liturgies, Stations of the Cross	
<b>Opportunities for Spiritual Growth</b> .....	<b>8</b>
Marriage Encounter, Engaged Encounter, Retreats, Knights of Columbus, Oblates of St. Benedict, St. Rose Mission Society Circle, Catholic United Financial	
<b>Opportunities for Community Growth</b> .....	<b>10</b>
Children’s Activities, Youth Activities, Adult and Family Activities	
<b>Faith Formation Program</b> .....	<b>10</b>
Preparation for Confirmation, Family-Oriented Faith Formation Program, Vacation Bible School, Catechists and Resources, Catholic Elementary, Junior High, and Senior High School Tuition Assistance	
<b>Stewardship and Financial Information</b> .....	<b>11</b>
Endowment Fund, Stipends, Special Collections, Parish Assessments, Financial Reports, Parish Center Rental	
<b>Opportunities for Service to the Parish</b> .....	<b>13</b>
Liturgical Ministries, Social Services and Projects, Religious Education and Spiritual Growth, Committees, Fundraising Activities, Other Skills	
<b>Parish Council Constitution and Bylaws</b> .....	<b>16</b>

## **Historical Sketch**

From its very beginnings, the history of St. John the Baptist Parish has been closely intertwined with that of the Benedictine monks of St. John's Abbey who came to Minnesota in 1856 to minister to the spiritual needs of the German Catholic immigrant settlers. In 1866, the year the Benedictine monks moved from St. Cloud to Collegeville, a skilled carpenter and farmer, Peter Eich, also settled along the banks of Stumpf Lake. Nine years later, on December 12, 1875, in response to a request from the 22 settlers Mr. Eich had gathered together, Bishop Rupert Seidenbusch, OSB, the newly-appointed vicar apostolic of northern Minnesota, established the parish at Collegeville. Abbot Alexius Edelbrock, OSB, then appointed one of the St. John's monks, Fr. Clement Staub, OSB, as the first pastor of the Collegeville Parish.

Through the years, the parishioners shared the use of a series of abbey churches: first the one-room frame chapel that once stood next to the south wing of the present monastery, then the former abbey church that is now known as the "Great Hall", and finally the "new Abbey Church" that was completed in 1961. In this present Abbey Church, the Assumption Chapel was designated as the parish chapel. A pastor's office was located just inside the east entrance of the Abbey Church during the first years of use. In 1973, when this space was needed for the Blessed Sacrament Chapel, the office for St. John the Baptist Parish was appropriately moved, first to the former baptistery in the "Great Hall" and then in 1996, to the parish center.

From 1925 to 1967, the parish conducted a parochial school on land leased from St. John's Abbey. When this abandoned building was torn down in 1975, the complications of renting space from St. John's University or holding parish meetings in homes eventually led to a resolution to construct a parish center using the donated time, talent, and resources of the parishioners. Ground was broken for the parish center on July 5, 1982, and Bishop George Speltz dedicated the new structure on June 12, 1983. Exactly five years later, on July 5, 1987, ground was broken again for the addition of nine classrooms and a storage area. The parish center now stands at the heart of a thriving parish community. With the addition of air conditioning in 2004, all weekend masses began being held in the Parish Center with the exception of Christmas Eve. In 2011 the parish carpeted and placed a glass wall divider between the "small hall" space and the main hallway allowing for a permanent space for daily masses to be held; which is now known as Mary Chapel.

On December 29, 2015 Bishop Donald Kettler appointed the current pastor; Rev. Gregory Miller, OSB as pastor of St. Benedict Parish in Avon, MN while remaining pastor of St. John the Baptist of Collegeville, therefore twinning both parishes effective July 1, 2016. Twinning parishes is not new in the Diocese of Saint Cloud, and the purpose is to keep parishes open while recognizing the shortage of available parish priests. The twinning model involves maintaining two or more distinct parishes, with their own respective church and other resources, buildings and schools, while sharing a pastor. The twinning process eliminated the Sunday mass at St. John the Baptist in Collegeville leaving the Saturday 5:30 PM mass in Collegeville and two Sunday morning masses in Avon for parish members to attend.

## **Parish Newcomers**

All Catholics moving into the community are invited to become members of St. John the Baptist Parish and are encouraged to call at the parish office so that the pastor may greet them personally and be of assistance to them in registering and being received into the parish. A census sheet should be completed by the new member or family and this information will become a part of the parish administration records.

The pastor will present the newcomers with information about St. John the Baptist Parish and offer them appropriate signs of welcome into the parish community. The pastor may formally introduce new members to the congregation at a weekend mass.

## **Guidelines for Parish Membership**

Members of St. John the Baptist Parish are expected to be active in the following areas of parish involvement:

- a. regular participation in parish liturgies
- b. participation in the committees and social activities of the parish
- c. financial support of the parish.

Senior members of the parish who have retired to a home outside the parish boundaries are welcome to remain as members, though they may not be able to attend the parish liturgies regularly or participate in other ways.

## **Stewardship**

All parishioners are expected to offer their time, talent, and treasure to the service of the church and to become involved in the concerns of the parish, family, and community.

Stewardship implies that each person shares responsibility, makes effective use of his/her gifts and returns a fair share to God. Opportunities are available in all phases of parish and community life for volunteer leadership and service. Many ongoing projects involving the parish liturgy, ministry, education, administration, and social concerns are possible – and successful – only because volunteer service is pledged and provided generously by parishioners.

To foster good stewardship, volunteer sign-up sheets are distributed periodically within the parish. Each parishioner has an opportunity to give of his/her gifts in a manner that expresses individual abilities and good will toward God and humanity. A listing of volunteer opportunities in our parish is available upon request.

Stewardship should grow out of the experience of faith. The parish has been blessed with an abundance of riches, and good stewards, faithful to God's covenant, seek to make a return to His gifts.

## **Parish Financial Support**

The basic means of Church support is through the regular weekly envelope offering. Each registered family/single adult is given a packet of envelopes during December and is encouraged to use them. Monthly Electronic Fund Transfer is also available by simply completing some brief paperwork.

Parishioners who attend the Abbey's liturgy may place their offering in the collection baskets at that Mass. Only parish envelopes or checks made out to St. John the Baptist Church are passed on to the parish each week. All other donations go toward the designated intention of the Abbey Mass.

Beside the regular financial support of the parish, many people contribute materials and many hours of time and talent to the service of this community and its apostolates. Anyone wishing to contribute services or materials to the parish should contact the parish office.

Some people ask, "How do I decide how much money I should give to the Church if I am going to responsibly support my parish and its missions?" There are no hard and fast rules or answers to the Psalmist's ancient question, "What shall I return to the Lord for all the good things He has given me?" What is a sacrifice for one person or family may not even be missed by another. Here are some suggestions: 1) donate between one and two hours of one's weekly wages each week (2.5% to 5% of income); 2) donate one dollar for every \$25 earned weekly (4% of income); 3) donate \$1 per week for every \$1,000 of annual income (about 5% of one's annual income); 4) consider the scriptures' ancient suggestion of tithing, or returning a tenth of one's goods to the Lord.

## **Fundraising Activities**

Parish fundraising activities do more than generate financial resources for the parish – they help acquaint parish members with one another and enjoy opportunities to work together for good causes. Several fundraising events take place annually. Fundraising Meals make up the majority of our fundraising income, as well as our two annual rummage sales. All fundraising events require volunteer workers of all ages for approximately 3 hour shifts. A Fundraising sub-committee was established in 2012; this group works to evaluate and plan fundraising events.

## PARISH PERSONNEL AND PUBLICATIONS

### **Faith Formation Coordinator**

The parish's family-oriented faith formation program is coordinated by the Faith Formation Coordinator, who provides assistance, direction, coordination and materials for the volunteer teachers in the faith formation program.

### **Kitchen Event Coordinator**

The Kitchen Event Coordinator maintains the cleanliness and order of the kitchen. Is responsible for the routine cleaning of the kitchen. Works with scheduling facility renters, and meeting the supervising needs required of the parish during rentals. The Event Coordinator supervises all aspects of our meal fundraisers that are conducted each year, including scheduling, volunteers, grocery shopping, preparation of food, safety and health issues, and cleanup. The Kitchen Event Coordinator is certified in Food Handling by the state of Minnesota.

### **Parish Business Manager**

The business manager is responsible for keeping the parish financial records, paying bills, distributing pastoral council monthly minutes via email, preparing financial reports, soliciting advertisers for the bulletin, producing the parish telephone directory, preparing the Sunday bulletin, payroll, advertising all parish events, recording and maintaining all sacramental records, printing and distributing monthly calendars & ministry schedules, maintaining the parish database and coordinating all maintenance issues.

### **Sunday Bulletin**

The Sunday bulletin is published weekly to announce activities of the parish scheduled for the week. Parishioners are urged to submit related news that might be included in the bulletin. Community concerns may also be published. Announcements for the bulletin are due by Thursday at 9:00 A.M. and are called or emailed to the parish Business Manager. The bulletin is available to each family or household in the parish at all weekend liturgies. Extra copies are available in the Parish Center. Parishioners who are homebound may have the bulletin mailed or e-mailed to them upon request. Members of the parish who are ill or have other needs are encouraged to ask for the prayers of the parish community by contacting the pastor or the parish office to have their request for prayers listed in the bulletin. All suggested bulletin items are published or not published by the discretion of the pastor.

### ***St. Cloud Visitor***

The bi-weekly paper of the Diocese of St. Cloud is sent to each household in the parish unless a specific request is made for other arrangements. The parish is assessed for all subscriptions. Households receiving *The St. Cloud Visitor* are requested to reimburse the parish for the annual subscription cost. (Envelope is included in each adult envelope packet in February)

## SACRAMENTAL LIFE OF THE PARISH

### **The Sacrament of Baptism**

Parents should contact the pastor to arrange for the celebration of the Sacrament of Baptism. A baptismal candle will be provided by the parish.

In accord with the decree of Vatican Council II, it is preferred that the infants and adults be received into the Catholic community at a parish liturgy so that the baptismal rite can better reflect the communal nature of the celebration.

### **First Reception of the Sacrament of Reconciliation**

Parents receive catechetical instructions and materials with which they prepare their children for the celebration of the Sacrament of Reconciliation. This usually takes place in December during the child's second grade. Readiness for the reception of the Sacrament of Reconciliation is determined by the child, parents, teachers, and pastor.

### **The Sacrament of Reconciliation**

<p><b>Schedule</b> <b>Saturdays from 4:30-5:00PM in Mary Chapel</b> Or by appointment.</p>
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### **The Sacrament of First Communion**

Ordinarily, but not necessarily, First Communion is received during the second grade and after the Sacrament of Reconciliation. Students and parents receive catechetical instructions and materials with which they prepare for the reception of this sacrament. The parish celebration of First Communion is generally the second or third Saturday after Easter.

### **The Sacrament of Confirmation**

The Sacrament of Confirmation is generally celebrated during eleventh grade. The preparation period includes the two years before the sacrament is to be received. Catholic adults who wish to receive this sacrament are asked to be involved in this two year long process with the other Confirmation students, or as determined by the pastor. Readiness for the reception of this sacrament is determined by the individual, along with parents, Faith Formation coordinator and pastor. The Sacrament of Confirmation takes place jointly with other area parishes annually in the spring.

### **The Sacrament of Marriage**

Couples should contact the pastor at least twelve months prior to their proposed marriage date to allow adequate preparation time for the marriage. (A minimum preparation time of six months is required by our Diocese.) During this time couples will be asked to participate in a weekend engaged encounter recognized by the Diocese. A premarital inventory is part of the preparation program. This inventory compares the couple's compatibility dealing with the psychological, physical, economic and spiritual aspects of married life. Couples meet with the officiating priest to plan all the elements that will make the liturgical celebration of their marriage a beautiful and significant one. Members of St. John the Baptist Parish are encouraged to be married in the Parish Center. A fee of \$250.00 is charged to utilize the Parish Center for a liturgical celebration of a marriage. In the case of a large (250+) wedding, a parish member may be married in the Abbey Church; a fee of \$700.00 for the use of the Abbey Church must be paid when the church is reserved.

### **The Sacrament of the Anointing of the Sick**

The Anointing of the Sick and Elderly is celebrated in a communal parish liturgy. It may also be celebrated individually during a home or hospital visit by the pastor or a hospital chaplain. The sacrament may be repeated if the illness recurs or continues for several months, or if, during the

same illness, the person's condition becomes more serious. The elderly may be anointed if they are in a weak condition even when no serious illness is present. Parishioners are encouraged to call the pastor for communion calls and the individual anointing of the sick.

### **Communion for the Sick and Elderly**

All parishioners share in the Eucharist every Sunday and Holy Day, as well as occasionally during the week. If circumstances prevent you from sharing in these Eucharistic celebrations, please contact the pastor, or one of the Eucharistic ministers and the Eucharist will be brought to you. It is a privilege and a joy for Eucharistic ministers to bring the Eucharist to the homes of the elderly and ill.

### **Wakes, Funerals and Burials**

Wake services and Funerals may be held in the Parish Center for members of the parish. Area funeral directors are willing to make arrangements for wakes at the Parish Center. Funerals may also take place in the Abbey Church if scheduling allows; a funeral choir of parish volunteers assists in this celebration. Burial arrangements may be made through the parish office. The director of the cemetery determines the location of the burial lot. Parish volunteers prepare and serve a lunch at the parish center following the funeral service. The parish provides a complementary luncheon, however a facility fee of \$250.00 is charged for funerals and/or wakes held at the Parish Center. It is parish policy to have a paid parish staff member on site during wakes, funerals and/or luncheons.

## **PARISH LITURGICAL MINISTRIES**

### **Participation in Parish Liturgies**

All members of St. John the Baptist Parish are invited to participate in the sacramental celebrations of the parish. Active participation is strongly encouraged! Together we make a joyful and prayerful liturgical life for the parish.

<b>Parish Mass Schedule</b>	
<b>Saturdays:</b>	<b>5:30 PM</b>
<b>Wednesdays:</b>	
<b>Mary Chapel</b>	<b>8:00 AM</b>
<b>Fridays:</b>	
<b>Mary Chapel</b>	<b>8:00 AM</b>
<b>followed by Benediction</b>	
<b>Holy Days (Wed. &amp; Fri. Only)</b>	
<b>Mary Chapel</b>	<b>8:00 AM</b>
<b>Faith Formation Sundays during the school year will have a monthly Sunday mass at 8:30AM as scheduled.</b>	



**You may contact the parish office to volunteer for any of the following ministries where your participation is encouraged:**

**Music** is an essential part of the proper celebration of the liturgy. Anyone who can play a musical instrument or sing is invited to share this talent with the community.

**Lectors** are charged with the responsibility of proclaiming the word of God. Through them the printed word is brought to life in our midst.

**Procession of Gifts:** Individuals and families are invited to represent the parish community in bringing the gifts of bread and wine to the altar at weekend liturgies.

**Sacristans** prepare the liturgical space for the community by unlocking doors, setting out hymnals and bulletins, setting up the altar and microphones and assisting in other behind the scene duties to prepare for the liturgy. They are also responsible for clearing everything away following the liturgy. Training is available for all Sacristans.

**Ushers/Greeters** are responsible for making people, especially guests and visitors; feel welcome at our parish celebrations. They also distribute hymn books and liturgical aids, take up the collection and help guests find seating if necessary.

**Servers** assist at the altar. They may begin in the fourth grade. Adult servers are also welcome. Training is available for all servers.

**Extraordinary Ministers of Holy Communion** are confirmed members of the parish commissioned by the pastor to serve the parish. They assist the presider in the distribution of the Eucharist. They also assist the pastor in bringing the Eucharist to the sick or those confined to their homes.

**Stations of the Cross:** The Stations of the Cross, held in the parish center on Wednesdays during Lent, are a way of providing reflections on our Lord's suffering, death, and resurrection. A volunteer cross bearer is needed as well as readers.

**Benediction with the Blessed Sacrament:** Each Friday following the 7:45 AM Mass Benediction takes place as a devotion to the Blessed Sacrament.

## **OPPORTUNITIES FOR SPIRITUAL GROWTH**

### **Marriage Encounter**

Married couples are encouraged to attend a Marriage Encounter weekend. Such weekends provide an opportunity for married couples to pause and consider their marriage and examine their lives together. It is oriented toward couples who have a good marriage and who desire to better their marriage. It is open to couples regardless of age or length of marriage. For more information, call Marriage Encounter at (320)252-3220

### **Engaged Encounter/Marriage Preparation Courses**

The Marriage Preparation course challenges couples to grow in their relationship, their spirituality, and their faith. The course is designed to promote discussion and dialogue in areas that couples will face in marriage in today's world, including commitment, communication and conflict resolution, effects of alcohol and drugs on a marriage, family systems, finances, forgiveness, love, natural family planning, and sexuality in a Christian marriage. This may be one of the first formal steps in preparing for a life-long commitment. It is recommended that the course be completed well in advance (six months to one year) before the wedding. The marriage preparation process must be completed at least thirty (30) days before the date of the wedding celebration, as stated in Minnesota Common Policy. For more information see the Diocesan website: [www.stcdio.org/offices/omf.html](http://www.stcdio.org/offices/omf.html)

## **Retreats and Days of Renewal**

Spiritual retreats and days of renewal help to enrich the lives of parishioners. There are several retreat houses in Minnesota where persons wishing to make a private or closed retreat may spend a weekend or several days. Such houses are:

### TEC (Together Encountering Christ)

516 School Street  
Anoka, MN 55303-8178  
Telephone (612) 323-2349  
[www.cmtec.org](http://www.cmtec.org)

### St. John's Abbey

Collegeville, MN 56321  
Telephone (320) 363-2011  
[www.saintjohnsabbey.org](http://www.saintjohnsabbey.org)

### St. Francis Center

8<sup>th</sup> Ave and 2<sup>nd</sup> St. SE  
Little Falls, MN 56345  
Telephone (320) 632-3617  
[www.fslf.org](http://www.fslf.org)

### Benedictine Spirituality Center

Convent of St. Benedict  
St. Joseph, MN 56374  
Telephone (320) 363-7114  
[www.sbm.osb.org](http://www.sbm.osb.org)

### King's House

621 1<sup>st</sup> Ave. South  
Buffalo, MN 55313-1399  
Telephone (218) 682-1394  
[www.kingshouse.com](http://www.kingshouse.com)

### Central Minnesota Koinonia

Box 646 – 229 1<sup>st</sup> Str. NE  
Richmond, MN 56368  
Telephone (320) 597-2418  
[www.centralmnkoinonia.org](http://www.centralmnkoinonia.org)

## **Knights of Columbus Roundtable**

The St. John the Baptist Knights of Columbus Roundtable is a sub-group of the St. John's University Knights of Columbus Council, a Catholic, family, fraternal service organization. The Knights of Columbus is primarily organized to do the works of the Church while keeping focused on three leading principles of charity, unity, and fraternity. Members pay annual dues, which support the work of the State and Supreme (National) Councils. Monies that are raised by the St. John's Roundtable are used by the Roundtable members in projects that are voted on by the members. Some of the projects include: parish rosary, server's appreciation campout, parish family dinner and family and teen volleyball and softball activities. Call the Director of the Knights of Columbus (Tom Wicks (320)248-1314).

## **St. Benedict Catholic United Financial Council #154**

Catholic United Financial connects Catholics to their communities through our volunteer network of individual parish councils such as the St. Benedict Council #154, united to care for our Catholic parishes and schools. We are a not-for-profit fraternal benefit society, providing life insurance and retirement preparation products. After expenses are paid and reserves are set aside, all of our profits are returned to Catholic communities like yours.

The St. Benedict Council #154 has been active at St. John's Parish since its chartering March 26, 2012. This council organizes various community efforts to raise money for Catholic education, supporting members in need and providing opportunities for spiritual growth. For more information contact Brian Fuchs (320)267-0881.

## **Oblates of St. Benedict**

Members of our parish in the charge of the Benedictine monks of St. John's Abbey are encouraged to consider becoming Oblates of St. Benedict. Oblates are men and women who associate themselves in prayer and good works with the members of the monastic community of which they are Oblates. Oblates are the equivalent of the various Third Orders of St. Francis or St. Dominic. Oblates do not, of course, live in the monastery or convent, nor do they take vows. They do not become monks or nuns, but they do promise to dedicate themselves to God and the service of humankind by striving to live their lives in the spirit of the Rule of St. Benedict, insofar as their particular state in life permits. Oblates continue to carry out their profession or occupation of life, caring for their families and looking after their own needs. Hopefully, as Oblates, they will enrich their lives as Christians, and make their daily lives more meaningful.

Members of the parish interested in learning more about the Oblates of St. Benedict should write to: The Director of Oblates, St. John's Abbey, Collegeville, MN 56321 or call (320) 363-2011.

### **St. Rose Mission Society Circle**

Organized in 1950, the St. Rose Mission Circle has made contributions of religious objects and handmade items for St. John's Abbey, St. John the Baptist Parish, and many foreign and domestic missions. The circle holds regular meetings in the parish center to which all parishioners are invited. If interested, call the chair of the circle. This organization is currently not active.

## **OPPORTUNITIES FOR COMMUNITY GROWTH**

**The St. John the Baptist Parish is committed to implementing the St. Cloud Diocesan "Sexual Misconduct Policy" and all directives from civil and church law intended to protect and safeguard all children in parish activities. Consequently, the pastor, deacon, religious education director, teachers, and youth ministers are obliged to understand and sign the approved policy and declaration of suitability provided by the Diocese of St. Cloud. We require a police background check on any adult in a program that involves work or interaction with children.**

### **Children**

Children find a special place in the life of the St. John the Baptist community. From infancy on, the parish gladly welcomes their participation, even when as infants they occasionally have their own forms of expression. Special liturgies for children are planned from time to time, including First Reconciliation celebrations, First Communion, and the annual Christmas pageant.

### **Youth**

Our parish youth attend many different schools in different districts. Therefore, it is especially important for them to meet and enjoy each other's company in constructive and community building ways. Besides the educational opportunities for all our youth on Faith Formation Sundays, we offer a variety of social and recreational activities. Service projects, such as helping with the parish dinners or the annual food drive, help develop a spirit of community and service.

### **Adult and Family**

A church community built from living stones will get to know one another in order to be a celebrating and supportive community. Working together at parish activities, especially the fundraising dinners and the annual picnic, has become a popular way of getting involved and getting to know other parishioners. Senior members of the parish enjoy a winter meal and social hosted by the Parish Life Committee each year on Martin Luther King Day. The green space of the Parish Center offers more opportunities in the spring and summer for family enjoyment.

## **PARISH EDUCATION PROGRAM**

### **Preparation for Confirmation**

Members of the parish prepare for their Confirmation through years of instruction in their faith at home, in the parish Faith Formation programs, or at Catholic schools. Tenth and Eleventh graders are enrolled formally as Confirmation candidates and complete a two-year program of personal and sacramental preparation for the sacrament. The program is held on Faith Formation Sundays, during the regular school year. The sacrament is celebrated with neighboring parishes in the spring of each year and is scheduled by the Office of the Bishop.

### **Family Oriented Faith Formation**

In September, 1983, the parish began a very innovative program of religious education involving the whole family and parish community. The program recognizes parents as the primary teachers

and models for their children in matters of religious education, and serves as a means to continue the education and preparation of parents for this privilege and responsibility. The sessions for children serve only as a supplement, and never as a substitute for the religious formation parents give their children. Sessions are held on scheduled Sundays at 9:30 AM. The program ends at 10:40 AM, and parents are then asked to assist their children with take-home materials that will help them continue to learn about the subject matter between sessions.

### **Catechists and Resources**

Members of the parish are encouraged to actively share their faith with the youth of the parish by becoming catechists or teachers in the religious education program. Volunteer teachers are supported and assisted in their preparations by the Director of Religious Education. A resource center in the parish center is available to teachers as well as other parish members. Confirmed young adults may serve as teaching assistants.

### **CATHOLIC SCHOOLS: ELEMENTARY, JUNIOR HIGH, AND SENIOR HIGH**

St. John the Baptist Parish encourages enrollment of parishioners in parochial elementary and secondary schools and will participate in the financial support of these schools. Tuition assistance for families and financial support to schools will be provided in accordance with the following guidelines:

A Parish member is one who is involved in the following areas:

- (a.) Regular participation in parish liturgies;
- (b.) Participation in the committees and social activities in the parish, or;
- (c.) Financial support of the parish.

A person must be a parish member for at least two years to apply for education assistance. The pastor and trustees review financial aid applications. Appeals may be made to the pastor. Parents must notify the parish of their intentions by April 15.

According to the parish policy, parents of K-8 students are billed for the full or negotiated amount of tuition by the school. The parish, in turn, makes financial assistance available to parents who require aid in meeting these tuition bills.

Senior high school students have the opportunity of attending two fine Catholic high schools in our area – St. John’s Preparatory School and Cathedral High School. Cathedral is funded through a partial tuition assessment to the student’s parish, while the Prep School bills the parents for the entire tuition, allowing for scholarships and work grants to reduce costs. Application for some parish aid is also available.

## STEWARDSHIP AND FINANCIAL INFORMATION

### St. John the Baptist Parish Endowment Fund

The purpose of the St. John the Baptist Parish Endowment Fund is to help members of the parish answer God's call to stewardship and to help return His gifts by supporting church programs. A contribution to the Parish Endowment Fund gives you the opportunity to contribute a gift that goes on producing its benefits, even after your lifetime. Funds may be contributed in a number of ways:

- ◆ a gift of any dollar amount
- ◆ a gift in the name of someone (memorial)
- ◆ a gift in estate planning (wills or life insurance)

### Stipends

It is customary to make a free will offering for liturgical services (ie: Baptisms, funerals or weddings). All free will offerings are received by the pastor, NOT the parish.

### Special Collections

An awareness of the needs of the universal church is an important part of Christian life. During the year, the Diocese of St. Cloud conducts appeals to help us look beyond our own immediate personal and parish needs. They include:

Mission Sunday in October	Campaign for Human Development in September
Catholic Charities in December	Retirement for Religious in December
Annual Diocesan Appeal in February	American Bishops Overseas Appeal in March
Operation Rice Bowl during Lent	Holy Land Collection on Good Friday
Catholic Home Mission in April	Holy Father/Peter's Pence in June

Other special collections may be added per request of the Bishop.

### Parish Assessments

**Cathedral High School:** In addition to the tuition that parents pay directly to the school, the parish is assessed for each parish student at Cathedral High School. Parents and students are encouraged to reimburse the parish for these assessments if and when possible, or to make compensation through special forms of service to the parish.

**Cathedraticum Tax:** This tax is assessed to each parish by the diocese according to an established rate determined by the number of parish households and number of sacraments annually. The tax provides the bishop of the diocese with revenue to cover the expenses of the teaching office of the bishop.

### Financial Reports

Reports of the weekly collections, the special monthly collections, and any special event or project are published by the Business Manager in the bulletin. In addition to the weekly reports, a detailed summary of the financial operation for each fiscal year (July 1 – June 30) is published in July. To keep parishioners apprised of their giving pattern and to assist in reporting deductions on income tax returns, individual statements of financial contributions are sent to contributing parishioners annually.

### Parish Center Rental

The parish center is available to active parish committees for parish-sponsored activities or events. Parish members in good standing may rent the hall and/or the kitchen space for private

occasions by making a reservation through the parish office. Non-parishioners may also rent the parish center up to one year in advance providing that sufficient dates remain open for parishioner use. A set hourly charge is in addition to the basic rental fee for each hour the center is open for set-up, cleanup, and the event itself. Set up, food and beverage preparation and service, and cleanup are the responsibility of the renting party. A paid supervisor is required under parish policy whenever the center is open to the renting party. Rental rates are available upon request and are allowed as the current Mass schedule allows.

1. The permission to rent/use all parish facilities are given at the discretion of the Pastor.
2. The rent/use of the parish hall can take place if it does not interfere with the performance of Sacred Liturgy or other parish events that are scheduled for the hall.
3. The rent/use of the parish hall is normally limited to:
  - a. Parish members for family events such as birthdays and family reunions.
  - b. Receptions following a Catholic Wedding.
  - c. Affiliated businesses for official meetings.
4. Other uses for the hall are permitted at the discretion of the Pastor.

### **OPPORTUNITIES FOR SERVICE TO THE PARISH**

Numerous opportunities are available for parishioners of all ages to offer their time and talent in volunteer service to the parish community. A special effort will be made to gain new volunteers each year, but eager volunteers or new parish members are encouraged to contact the parish office at any time to add or change any area of service as their contribution to the parish and the church. Signing up for a volunteer service means you are willing to be contacted for availability when a specific need arises. A list of persons interested in each area will be given to organizers or committees responsible for parish projects and activities, and they will in turn contact you when help is needed.

#### **Liturgical Ministries**

**Extraordinary Ministers of Holy Communion:** Confirmed adults nominated by the pastor are appointed by the Bishop to distribute the Eucharist at Masses and bring the Eucharist to the sick. Training sessions are required for newly appointed Eucharistic ministers.

**Lector:** Lectors should be members of the parish who are able to read well (no age limitations). Training sessions will be required for new lectors. Resources are available to lectors to help them in their preparation.

**Server:** Fourth grade students and older may be servers. A training session is required. Adult servers are also welcome and encouraged.

**Sacristan:** Volunteers (confirmed adults) are needed to turn on the lights and prepare the sanctuary; set up the altar, put out microphones, find last minute minister substitutes, and assist in preparation of the liturgical space for Mass, as well as to clear things away after Mass. This job requires careful attention to many details. Training sessions and a job description will be provided.

**Usher/Greeter:** Volunteers are needed to welcome people as they enter the parish center, hand out hymnals, help find seating when the chapel is crowded, take up the collection, find substitutes for the procession of gifts if necessary, and pick up hymnals and bulletins after Mass is over.

**Procession of Gifts:** Families or individuals are invited to bring the gifts to the altar.

**Organist / Pianist / Guitarist:** Parishioners are invited to share their musical skills for our parish liturgies. Books, lessons, and trial opportunities, as well as lots of support and encouragement, are available.

**Choir:** Interested parishioners are invited to join the choir for Easter, Christmas, and other celebrations.

**Funeral Choir:** The funeral choir gathers before Mass to practice some of the familiar songs used at funeral liturgies, as a way of lending support to the family and friends of the deceased.

**Cantor:** The cantor leads the congregation in music. This task requires practice with the pianist.

**Instrumentalists and soloists:** Flutes, trumpets, recorders, etc. can be used as accompaniment to or independently of the piano.

### **Social Services and Projects**

**Funeral Dinners:** When a member of the parish dies, the parish prepares a luncheon, served at the parish center following the funeral mass. A trained parish staff member prepares the menu and purchases the groceries, as well as coordinates the preparation of the food for the meal. A group of volunteers (men and women) assist with food preparation, set the tables, serve the food, and clean up the hall and kitchen after the meal.

**Parish Visiting:** Many elderly or confined members of the parish, whether they live in nursing homes or in their own homes, would welcome an occasional visit from another member of the parish. Often parishioners need a ride to Mass or to parish functions, grocery shopping, doctor's appointments, or visits to old friends, and they are no longer able to drive for themselves.

**Refreshments after Mass:** Occasionally, refreshments are served after Mass and volunteers are needed to make coffee, serve pastries, set up tables, and clean up after.

**Senior Citizen Appreciation Meal:** Youth and adults alike work together on a winter social for senior members of the parish, providing a meal, door prizes, and other activities.

**Children's Events:** At various times during the year we need volunteers to help host our parish children's events.

**Youth Activities:** Adults are needed to help our parish youth with weekend gatherings, and other activities. Needed are drivers, coordinators, and chaperones. Ideas and caring adults are always welcome.

**Calling Parishioners:** Occasionally the entire parish needs to be contacted regarding attendance at a pot luck, parish picnic, working at a fundraising dinner, or helping at special events.

### **Faith Formation and Spiritual Growth**

**Faith Formation Catechist / Aide / Substitute:** Confirmed members of the parish are invited as teachers, aides, or substitute teachers for children ranging from pre-school to senior high school are needed for the parish's Faith Formation Program that meets approximately 17 Sundays during the school year. Training and materials are provided, along with personal assistance and support.

**Vacation Bible School:** Adults as well as junior and senior high volunteers are needed to staff Vacation Bible School as teachers, assistants, crafts or recreational supervisors, cooks, etc.

### **Parish Committees**

**Pastoral Council:** Members of the parish are invited to submit their names for selection to the pastoral council. Members selected serve a three-year term.

**Liturgy Committee:** This group assists the pastor to plan and evaluate parish liturgies, provides materials and assistance to liturgical ministers, and insures a proper environment for worship.

**Faith Formation Committee:** This committee fosters spiritual development within the parish by overseeing a program of faith formation for adults and children. They encourage opportunities for religious knowledge and growth, such as scripture study, retreats, workshops, appropriate media and reading materials, and lectures.

**Parish Life Committee:** Members of the Parish Life Committee facilitate friendship and support within the parish community by coordinating parish social events and ministering to the needs and social concerns of parish groups and individuals.

**Social Justice and Ministry:** This committee keeps the parish aware of concerns for peace and social justice within and beyond the parish boundaries by providing information and promoting programs and projects which help parishioners think globally and act locally in matters which concern all Christians today.

**Finance Council:** This committee oversees and develops the gifts and talents of the parish by providing custody for parish buildings and property, and by encouraging parishioners to volunteer their time, talent, and treasure for the needs of the parish and the Church at large. Members of this committee are appointed by the pastor based on recommendations from the committee. This committee, unlike others, is mandated by Canon Law.

**The Personnel Committee:** The Personnel Committee is a sub-committee of the Finance Council. The purpose of the Personnel Committee is to oversee the hiring process, develop and review personnel policies/handbook, establish and assure the continuation of a regular, standardized review process for pastor and staff, ensure accurate positions description for pastor and staff, and review and recommend staff compensation packages. The committee reports to the finance council and a liaison between the 2 committees will be appointed.

#### **Parish Fund Raising Activities**

**Dinner workers:** Dinners are prepared and served at the parish center. About 20-30 workers (adults and youth) are required to assist with various tasks.

**Set up and Take Down Workers:** Before and after each event our parish hall space needs to be arranged for the next event. This group of workers has to be physically able to move/lift/carry heavy tables and stacks of chairs. Some light cleaning duties may also be required of this volunteer.

**Coffee Cake Bakers and Delivery workers:** Each coffee cake sale provides the opportunity for a group of volunteers to come in and assist with the preparing, baking and packaging of our cakes. Volunteers are also needed to pass out or deliver the cakes on the assigned pick up dates.

**Rummage Sale:** The parish conducts a spring and fall rummage sale, giving parishioners an opportunity to donate items they no longer have use for. Volunteers are needed to plan and work at the rummage sales.

#### **Other Skills**

Other opportunities for service to the parish include welding, metal work, carpentry, masonry, painting, sewing, photography, landscaping, art, clerical, discussion leader, and prayer.



**THE CONSTITUTION OF THE  
CHURCH OF  
SAINT JOHN THE BAPTIST,  
14241 Fruit Farm Road, St. Joseph, MN 56374**

**PREAMBLE**

All members of the church are called by God to become involved in the threefold mission committed by Christ to the Church of praising God (worship), proclaiming the Good News of Salvation (teaching), and forming communities of faith (serving). In other words, all are called to ministry within the Church. Because responsibility for the mission of the Church is shared in differing, but equally valid ways by those who are baptized, and those who are ordained, the ministry of the members of the parish and its pastor are interdependent. This interdependence calls for adoption of a new model of parish governance, one which includes broad consultation. We establish this council to assist in clarifying and achieving the mission of the Catholic Community of Saint John the Baptist.

**ARTICLE I**

**TITLE**

The title of this organization will be the Pastoral Council of the Church of Saint John the Baptist, 14241 Fruit Farm Road, St. Joseph, Minnesota, hereafter referred to as “the Council.”

**ARTICLE II**

**MISSION**

We are a progressive Catholic Benedictine Community encountering Christ through the celebration of Word and Sacrament, one another, nature, and our thirst to create a just world.

### **ARTICLE III**

#### **PURPOSE**

The purpose of the Council is to participate in the responsibility for pastoral ministry within the parish. The Pastoral Council should research the needs, ideas, hopes, life and activity of the people of St. John the Baptist Parish so that the whole parish community may effectively carry out the mission of the parish and fully participate in the ongoing conversion that is central to its life. The Council should constantly evaluate the parish's conformity to the gospel and have a special concern for justice. The Council shares in the decision-making process which assists the pastor in carrying out his leadership role. The Council's recommendations are advisory to the pastor, who is representative of the Bishop and has ultimate decision-making powers in all parish matters. In order to properly fulfill their role, the Council should take time for theological and pastoral reflection.

### **ARTICLE IV**

#### **MEMBERSHIP**

The Pastoral Council shall consist of the following members:

- a. The two trustees of the parish (appointed by the Pastor).
- b. Chairperson
- c. Vice Chairperson
- d. Six selected representatives from the parish
- e. The Director of Faith Formation
- f. The Past Chairperson
- g. The Pastor
- h. up to two Youth Members
- i. The parish Administrative Assistant

### **ARTICLE V**

#### **ORGANIZATION**

SECTION 1: OFFICERS

- a. The officers of the Council shall be the Chair and Vice-Chair.
- b. The Office of Vice-Chair can come from the Council directly, or may be part of the general selection of Council members at regular selection time.

SECTION 2: COMMISSIONS AND COMMITTEES

The Finance Council is mandated by the Canon Law of the Church. The Council establishes commissions and committees appropriate to the completion of tasks and fulfillment of responsibilities in light of the mission, philosophy and objectives of the parish. The scope of responsibility of each commission and committee will be defined by the Council, or by Canon Law.

SECTION 3: ELIGIBILITY FOR OFFICE

- a. All members of the Council will be active, registered members of St. John the Baptist Parish
- b. The Youth Member(s) shall be of high school or college age (9-16 grade), active, registered member of St. John the Baptist Parish

**ARTICLE VI**

**AMENDMENTS**

The Constitution may be amended by **A VOTE** of the Council present at any regular meeting. (Amended 05-03-2011 by Council, Voted on 05-23-2011 by Council)

**BY-LAWS  
TO THE CONSTITUTION OF  
SAINT JOHN THE BAPTIST PARISH  
COLLEGEVILLE, MINNESOTA**

**ARTICLE I**

**FUNCTIONS OF THE PASTORAL COUNCIL**

The Council holds responsibility for:

- a. Stewarding the mission and vision of the parish.
- b. Setting the goals and objectives of the parish.
- c. Ratifying changes to the constitution.
- d. Providing for the Parish Mission.
- e. Ratifying members nominated to serve on parish committees/commission.
- f. Evaluating the parish's conformity to the Gospel with special concern for justice issues.
- g. Advising the pastor of parish concerns.
- h. Receiving recommendations from the Finance Commission and parish committees.
- i. Confirm the annual budget presented by the Finance Commission.
- j. Ratifying Commission/Committees Policies and Procedures.

**ARTICLE II**

**DUTIES OF THE MEMBERS OF THE PASTORAL COUNCIL**

**SECTION 1: CHAIR**

- a. Leads all meetings of the Council.
- b. Serves as an ex-officio member of all committees/commissions.
- c. Oversees the nomination process of new members to the Council.
- d. Member of Finance Commission

**SECTION 2: PAST-CHAIR**

- a. Remains a member of the Council one year after term of Chair
- b. Offers past/historical reference as needed

SECTION 3 VICE CHAIR

- a. Performs the duties of the Chair in the absence or vacancy in the office of Chair
- b. Automatically becomes Council Chair at end of Chair's Term

SECTION 4: PASTOR

- a. The pastor is a voting member of the Council.
- b. The pastor shall have veto power over all actions of the Council.

SECTION 5: SELECTED REPRESENTATIVES

- a. All selected representatives shall participate in discussions of the Council as well as in voting

**ARTICLE III**

**SELECTION TO THE PARISH PASTORAL COUNCIL**

The Process for selection to the Parish Pastoral Council is a discernment process:

- a. COUNCIL MEMBERS AND MEMBERS OF THE PARISH WILL BE ASKED TO PERSONALLY APPROACH TWO OR THREE MEMBERS OF THE PARISH THEY BELIEVE COULD BE ACTIVE MEMEBERS OF THE PASTORAL COUNCIL. THEY ARE TO RECEIVE A POSITIVE REPLY FROM THE PERSON APPROACHED BEFORE THAT PERSONS NAME IS PUT INTO NOMINATION FOR MEMBERSHIP ON THE PASTORAL COUNCIL.
- b. AFTER COUNCIL MEMBERS AND PARISHIONERS HAVE ATTAINED NAMES OF MEMBERS WHO ARE WILLING TO SERVE ON THE COUNCIL, THESE NAMES ARE GIVEN TO THE PARISH OFFICE. THOSE WHO HAVE ACCPETED NOMINATION ARE INVITED, AND EXPECTED TO ATTEND, AN EVENING OF DISCERNMENT TO UNDERSTAND THE ROLE OF THE PASTORAL COUNCIL. ANYONE WHO HAS NOT ATTENDED THE EVENING OF DISCERNMENT WILL BE DROPPED FROM THE ACTIVE LIST OF NOMINATIONS UNLESS OTHERWISE DELEGATED BY THE PASTOR.
- c. ON PENTECOST WEEKEND, AT A PARISH LITURGY, NAMES ARE DRAWN AT RANDOM TO FILL THE OPEN POSITIONS. THIS PROCESS IS PATTERNED AFTER THE SELECTION OF MATTHIAS AS ONE OF THE APOSTLES.

## ARTICLE IV

### TERMS OF OFFICE

- a. The Chair serves a one year term and then becomes Past Chair for one year.
- b. The Vice-Chair serves a one year term and then becomes Chair.
- c. Adult members of the Council shall serve a three-year term and can be re-elected to one additional three year term.
- d. Youth Member(s) shall serve a one year term and can be re-elected to one additional one year term.

In case of a vacancy in the office of Chair, the Vice-Chair assumes the office of Chair. The Council shall appoint a member to exercise the powers and duties of the office of Vice-Chair until a special election can be held within 60 days. Should an elected representative of the Council move or be unable to fulfill the term, the Council will decide how to fill the position.

Any member of the Pastoral Council is subject to removal whenever the member is absent for three consecutive meetings or whenever the conduct or action of the individual violates the teaching principles and beliefs of the Roman Catholic Church. After just cause has been determined, dismissal may be affected by a two-thirds vote of the Pastoral Council membership.

## ARTICLE V

### THE FINANCE COMMISSION

- a. The Finance Commission is mandated by Canon Law and reports directly to the pastor, who appoints members to the Commission.
- b. The purpose of the Finance Commission is to assist with the coordination of all financial aspects of parish life including finances, fundraising and maintenance of buildings and grounds.
- c. Members of the Finance Commission include:
  - Chair of the Parish Pastoral Council
  - Two Trustees
  - Parish Administrative Assistant (non-voting)
  - Pastor
  - Those appointed by the pastor

**ARTICLE VI**

**COMMITTEES**

**SECTION 1: LITURGY COMMITTEE**

The purpose of the Liturgy Committee is to foster meaningful and life-giving worship for the parish, plan seasonal liturgies, address environmental needs, and to encourage all parishioners to share their gifts with the community.

**SECTION 2: FAITH FORMATION COMMITTEE**

The purpose of the Faith Formation Committee is to work with the Director of Faith Formation and with the total St. John the Baptist Parish community to nurture and facilitate an openness to lifelong faith formation and to work towards developing structures to support this, incorporating *catechumenal* principles.

**SECTION 3: PARISH LIFE COMMITTEE**

The purpose of the Parish Life Committee is to establish and promote a sense of belonging among parishioners and to provide opportunities for living out the communal dimensions of the gospel in our parish community. Activities include social, recreational events, and programs which assist in extending and enhancing Christian living and communal growth within our parish.

**SECTION 4: SOCIAL JUSTICE AND MINISTRY COMMITTEE**

The purpose of the Social Ministry Committee is to educate the parishioners in the areas of pastoral care, peace and social justice issues. Also, to help connect people's gifts with needs in our local community and the larger church. The Social Justice committee was established to help give direction to this ministry and to offer new possibilities to our parishioners.

**ARTICLE VII**

**MEETINGS**

SECTION 1: The Council ordinarily meets the fourth Monday of the following months; September, October, November, March, April, May and the annual Saturday January Workshop. A December Christmas meeting/party may be called by the Pastor.

SECTION 2. A Special meeting of the Council may be called at the discretion of the Council Chair.