



St. Mary of the Hill

Resource Book

1515 Carmel Road, Hubertus, WI 53033

262-628-3606

262-673-7505

Parish Vision

Living out our baptismal call by reaching out to the needy, welcoming differences without judgment, involving the enthusiasm of youth and the wisdom of age, and praying together.



Winter Drive for Karl's Place and the Hispanic Community

Parish Mission

St. Mary of the Hill parish family serves God and others by proclaiming the Gospel of Jesus Christ through message, music, and ministry in cooperation with the Discalced Carmelites of Holy Hill.



St. Mary of the Hill Parish

1515 Carmel Road, Hubertus, WI 53033-9770

262-628-3606 or 262-673-7505

Fax: 262-673-7568

Web: <http://www.stmaryhh.org>

Office Hours: Monday 8am-3pm, Tues-Thurs 9am-4pm,
Closed on Fridays

Mass Times:

Saturdays 4:00pm, Sundays 7:00am & 9:30am

First Saturdays (May-Oct) 9:00am, Mass, Adoration, Confession

Wednesdays 6:00pm, Eucharistic Adoration Noon-6:00pm

Holy Days: See website or bulletin for further details

Pastor:

Fr. Jude Peters O.C.D., ext. 1

Weekends and after office hours:

Monastery at 262-628-1838 ext. 145

Email: pastor@stmaryhh.org



Staff:

Wendy Newburg-Pastoral Associate, ext. 2

Email: pastorala@stmaryhh.org

Mary Whelan-Parish Secretary, ext. 3

Email: secretary@stmaryhh.org

Melinda Diels-Child Minister ext. 4

Email: child@stmaryhh.org

Grace Marie Urlakis-Youth Minister, ext. 4

Email: ym@stmaryhh.org

Emily Scordato-Adult Minister ext. 4

Email: adult@stmaryhh.org

Tony Heppe-Maintenance, ext. 5

Ken Gengler-Cemetery Sexton, ext 5

Carla DalSanto-Bookkeeper, ext. 6

Email: bkkeeper@stmaryhh.org

Mary Grosel-Communication Coordinator ext. 7

Email: communication@stmaryhh.org

Annie Fredrickson-Music Liturgist ext. 8

Email: music@stmaryhh.org

Val Bauer-Music Coordinator ext. 8

Email: choirs@stmaryhh.org

Pastoral Council

The Pastoral Council is a body of parishioner representatives serving in a consultative role to the pastor. As such, it exists as a wisdom group commissioned to discern, proclaim, and manifest the presence and action of the Spirit within the parish community. The Pastor and the trustees are ex officio members of the Pastoral Council.

The Council:

- Develops and maintains a mission statement which embraces the total scope of parish life: worship, proclamation of the Word, service, education, administration, and social concerns.
- Engages in a continuous process of pastoral planning that takes into consideration the needs of its parishioners, the Archdiocese, the community, the Discalced Carmelite Community and the world.
- After prayerful study and dialogue, develops policies concerning parish and pastoral matters.

Trustees:

Finance and Secretary Trustees are elected by parishioners and are responsible to watch over the finances of the parish, make sure the finances are in order and report to the archdiocese.

Standing Committees

Finance Council

The Parish Finance Council provides advice and guidance to the Pastor in the administration and stewardship of all parish assets. The Council prepares the annual budget, reviews monthly and annual financial statements in order to monitor the financial position of the parish, and recommends actions as appropriate. The Council reviews recommendations for expenditures from the Parish Planning Committee.

The Council is made up of the Pastor, two trustees, two representatives from the Pastoral Council and two representatives from the Parish at large, chosen by the Pastor.

Parish Planning Committee

The Parish Planning Committee is responsible for activities and projects related to the procurement and maintenance of all physical assets of the parish. These activities include procurement of new equipment, building additions and modifications, and the subcontracting of services required to maintain parish assets. Additionally, the Parish Planning Committee is responsible for the maintenance of the cemetery grounds. The Committee makes recommendations for expenditures to the Finance Council.

Parish Planning Subcommittees

- **Building and Grounds**
- **Cemetery Sexton**
- **Cemetery Maintenance**
- **Fundraising**
- **Antique/Flea Market Committee**
- **Parish Pantry**
(Arts/Crafts Fair)



Parish Garden Committee

This group of people helps to maintain and beautify the grounds around the parish and the Cemetery PreBorn Garden. This committee plants, weeds, waters and mulches the gardens. Volunteers are needed to help keep the area beautiful.

Contact the Parish Secretary for more information.

Evangelization/Christian Formation Committee (CFC)

Child Ministry, Youth Ministry and Adult Ministry is listed under this category, but Christian Formation and Evangelization is the foundation of everything we do here at St. Mary of the Hill Parish. Proclaiming the Good News of Jesus Christ and forming disciples through the power of the Holy Spirit is in the fiber of every committee. Each committee does this through witness (Living the Faith), through proclamation (Sharing the Faith), through education and support for the transformation of our parish, the communities we live in and the world.



CFC Subcommittees

Lifelong Learning

For High School Seniors to Retired Seniors and everyone in between. This Program is free and requires NO sign up. Lifelong Learning presentations meet 2x per month on Sundays in conjunction with Family Faith Formation schedule in the months of September to April. Local and National Guest Presenters are invited to discuss, teach the Catechism of our Faith, and gives information on current events and topics. **Contact the Adult Minister for more information.**

Family Faith Formation

For families with students 5K-Confirmation. Catechesis happens 2x per month from September-May. The schedule includes Mass at 9:30am followed by fellowship. Students head to their classrooms from 10:45am-12:15pm. Parents remain in the Worship Space for Lifelong Learning. All families are expected to attend the Family Focus Sundays. **Contact the Child or Youth Minister for more information.**

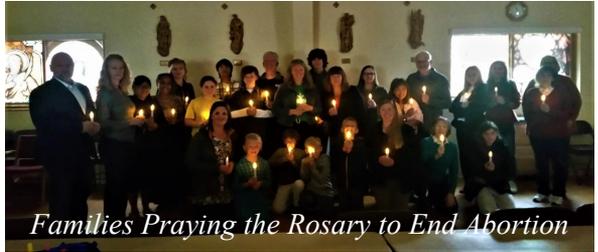
Family Focus Sundays

Reconnecting the Gift of Sunday with families and the faith community.

One Sunday a month the Family

Faith Families come together to do a

Family Activity which will focus on prayer, service, games and more. Family Focus Sundays take place in the Worship Space following fellowship after the 9:30am Mass. Activities begin at 10:45am and end at 12:15pm.



Families Praying the Rosary to End Abortion

All parishioners are welcome to join us on Family Focus Sundays, as we are a parish family and support our parish families and community.

College Aged Ministries

St. Mary's stays connected and ministers to college aged adults by sending College Care Packages 2x during the school year. During the summer months, these adults are invited to meet as a Small Group to further build a community of fellowship.

Little Lambs (post-baptism-4k)

In an effort to extend children's religious education and relationship with God beyond the physical boundaries of our parish, Little Lambs have the opportunity to pick up religious items after the 4pm and 9:30am Masses. This helps keep God in an active role in our children's lives throughout the week, rather than confined to Sundays.

5K– 5th Grade Religious Education

Contact the Child Minister for more information.

6th Grade-Confirmation

Contact the Youth Minister for more information.

Frassati Youth Group

The Frassati Youth Group provides an excellent opportunity for youth between 6th and 12th grade to meet in community, join together in prayer, and bond through a variety of activities. Our youth group generally meets once a month and is open to parish youth as well as any others who are eager to grow in faith and friendship.



Contact Youth Minister for more information.

OCIA

The Rite of Christian Initiation of Adults (RCIA) is a process through which men and women can look at their personal life experiences and hear the message of Christ. With the help of the Holy Spirit, they continue on their path of faith to become full members of the Catholic Church.

Contact the Youth Minister for more information.

Resource Center

The Parish Resource Center contains books, DVD's, magazines, music and educational CD's for spiritual and/or personal enrichment. Resources are available to parishioners on a lending basis in the parish office hallway and copy room. We also subscribe to **formed.org** which has a wealth of Catholic resources for you to utilize. Check it out!

Sacraments

- **Baptism**

When administering the sacraments, the Church prefers that they are done in community, within a Mass. This is so we, the Church, as the body of

Christ, can share in your joy. The baptism of a child is one of the most grace-filled moments in the life of a family. It is an exciting day for your family and also for us! Together we are incorporated into the church in a sacramental bond of unity.

Contact the Pastoral Associate for more information



- **First Reconciliation and First Communion Preparation**



To enter the program the child must be a baptized Catholic, at least 7 years of age and have successfully completed some form of religious education the prior year. To ensure careful preparation is achieved, those wishing to receive Sacraments need to participate in the Family Faith Formation program during their Sacramental year. Full participation

in the program includes attending formation classes, Youth Mass and Family Focus Sundays. Children and parents will also participate in two retreats: First Reconciliation & First Communion. Since parents are the first catechist of their child it is important for the parents to continue to grow their own faith. Parents must participate in the Lifelong Learning program and complete Sacrament specific materials provided.

Contact the Child Minister for more information.

- **Confirmation Preparation**

This sacramental preparation takes place within the parish with the support of the sponsors and parents. Students are required to attend class, perform service, attend retreats and participate in the sacraments. To qualify for the class, the student must be 16 years old and have successfully

completed the prior year in a religious education program or Catholic School.

Contact the Youth Minister for more information.

- **Marriage Preparation**

As with all of the sacraments, preparation is essential if the sacrament is to have its full meaning and effect. The Marriage Preparation Program provides the opportunity for engaged couples to explore the meaning of a committed sacramental relationship and to examine strengths and limitations in a caring manner to solidify and deepen the future marriage relationship.



Contact the Pastoral Associate for more information.

FOCCUS (Facilitating Open Couple Communication, Understanding and Study)

The FOCCUS Program offers tools to help couples preparing for marriage and married couples who want to enrich their marriage. Both the FOCCUS Pre-Marriage Inventory and the REFOCCUS Marriage Enrichment Inventory provide couples the opportunity for deeper conversation and understanding of each other.

Contact the Pastoral Associate for more information.

Human Concerns Committee

The Human Concerns Committee fulfills the justice dimensions of Scripture and Church Tradition, discerning needs of persons in the parish and wider community especially the poor. It identifies resources to meet those needs and enlists the active cooperation of parish members. The committee's scope of responsibility is two fold: to meet immediate needs and to work for changes in oppressive structures of society.

Committee members are to involve other parishioners in actively accepting the responsibility of their baptism. It supports those in the parish who are already involved in service, advocacy, justice, education, and empowerment of people. This committee works with community groups and other parishes to help solve related problems. They keep parishioners aware of issues relating to justice, peace, hunger, and the homeless on local, national, and international levels so that appropriate Christian action on such issues can be determined.

Contact the Parish Secretary for more information on Human Concerns or it's subcommittees.

Human Concerns Subcommittees

Outreach Fund

The Outreach Fund satisfies the 2 responsibilities above. The parish sets an example of stewardship and tithing by setting aside a percentage of total receipts to be distributed to organizations outside the parish. This fulfills the humanitarian and justice dimensions of Scripture and Church Tradition. Allocation of Outreach money is the task of the Committee and the Pastor. This money is separate from the Human Concerns budget.

St. Mary and Martha Ministry

- **Bereavement Committee**

This ministry assists bereaved families with arrangements for a luncheon after the funeral at the Parish Center if the family desires. A Mass of Remembrance is held in November each year. Families who have experienced a death in their family during the year are invited to this special commemoration of loved ones who have passed.

- **Hospitality**

Provides refreshments for various parish functions.

Respect Life Committee

The Respect Life Committee assists by helping to make the parish a center of life: a place where parishioners understand the issues and the importance of meeting the needs of those who are most vulnerable, especially mothers and their unborn children, and families of those who are seriously ill or dying. Respect Life issues include abortion, assisted suicide, capital punishment, cloning, embryo research, and euthanasia.



Pre-Born Garden

St. Mary of the Hill offers a compassionate Christian burial to anyone who suffered a miscarriage or still birth. We have partnered with Life's Connection, a medical pregnancy support center, to provide support during this time of

grief. Each of these services are free, (minimal cost for engraving if desired) and is available to all faiths.

Contact Pastoral Associate for more information.

St. Vincent de Paul

St. Mary of the Hill, together with St. Gabriel parish, are a SVDP (St. Vincent de Paul) conference whose members are known as Vencentians. All Catholics, as followers of Jesus, are called to respond in love to people in need. Some make this response as part of an organized effort to grow in their faith while giving witness to God's love. This is the Society's mission. A confidential visit made to the home of anyone seeking assistance is the basic manner of assessing the need and carrying out the mission. Visitations also happen in hospitals, nursing homes, jails and prisons. **To learn more, you're welcome to come to meetings held the first Monday of each month, 6:30pm at St. Gabriel Parish.**



Ongoing Programs of Human Concerns

Sunshine Ministry

This ministry sends thinking of you cards as an expression of the parish's care and support to those who are ill.

All Saints Meal Program & Hygiene Drive

Volunteers from our parish assist All Saints Parish in Milwaukee, serving meals on a monthly basis. Periodically throughout the year we will collect hygiene products for All Saints Parish in Milwaukee.

Monthly Food Drive

Food is collected the first weekend of each month and given to the Hartford Food Pantry.

St. Dymphna Mental Health Group

A mental health & spiritual group for people with mental health struggles or also have loved ones who struggle.

The Giving Tree

A Christmas Drive in collaboration with a local charity, the Hartford Christmas Drive, to support the needy in the area.

Winter Drive

A winter clothing drive to help the Milwaukee Hispanic community and a local homeless shelter, Karl's Place.



Community Connections Committee

This committee helps facilitate and communicate information about various activities that are available throughout the parish and to help people find their areas of interest. We also look for new ways and ideas to connect our parish families.

- **Welcome Committee**

The mission of the Welcome Committee is to welcome new parishioners and enrich the overall hospitality offered by our church. The committee is a visionary group, working on forming and implementing new ideas to create an inviting environment for our parish community and visitors.

- **Post Funeral Card Ministry**

This card ministry keeps in touch with the people who have lost a loved one. Support is provided for the family at the time of their loss and in the following months for 1 year through encouragement and informational cards.



Prayer and Worship Committee

The Prayer and Worship Committee nourishes and gives direction to the liturgical aspect of parish life. They provide opportunities for parishioners to deepen their faith through a variety of prayer experiences and liturgical celebrations. They attend to the Church's liturgical seasons, feasts, and special events, communicating as needed with all involved; inviting people into participation in all respects of worship and providing opportunities for the development of their spiritual and prayer lives.

Prayer & Worship Subcommittees

Liturgical Environment

Ministers of the Liturgical Environment prepare the worship area and sanctuary space with color, flowers, and other environmental enhancements.

Contact the Pastoral Associate for more information.

Music Ministry

The Music Ministry is open to all parishioners. It is composed of parishioners who have the desire to sing or play a musical instrument and worship the Lord. It provides an avenue through which individuals may share their gifts and be an integral part of the worship.

Contact the Music Coordinator for more information.

Homebound Ministry

The Homebound Ministry brings the Eucharist to our parish members and other *Catholics* who are unable to join our community at Sunday Mass.

Contact the Parish Secretary for more information.

Prayer Chain

A ministry where a “chain” of people constantly pray for those individuals who are in need of prayers. Prayer request can come from anyone and the prayer intention may be for any reason for which one believes prayer will be beneficial.

Contact the Parish Secretary for more information.

Liturgical Roles

- **Altar Server** - Assists the priest before, during and after the Mass. Any person who has made their First Communion is able to serve.
- **Altar Set Up** - Set up the necessary elements prior to Mass, clean the Sacred Vessels after Mass and return all necessary elements to their storage area.
- **Extraordinary Minister of Communion** - Help the priest distribute the Eucharist at Mass.
- **Lector** - Proclaim God’s Word at Mass.
- **Sunday Fellowship** - Prepare & serve coffee and donuts for parishioners after the 7am & 9:30am Sunday Masses.
- **Ushers** - Perform various tasks before, during and after the Mass to help the Mass flow at a certain pace, help and maintain order and safety within our parish center.

For more in-depth information on these Liturgical Roles see the website ([stmaryhh.org/Liturgical Role Training](http://stmaryhh.org/Liturgical_Role_Training))

Contact Pastoral Associate for more information.

Liturgical Role Schedule Preparation

- Altar Set Up, Altar Servers, Extraordinary Ministers of Communion, Lectors, Sunday Fellowship and Ushers
Contact the Parish Secretary for more information.

Parish Happenings. . .



Confirmation



Antique & Flea Market



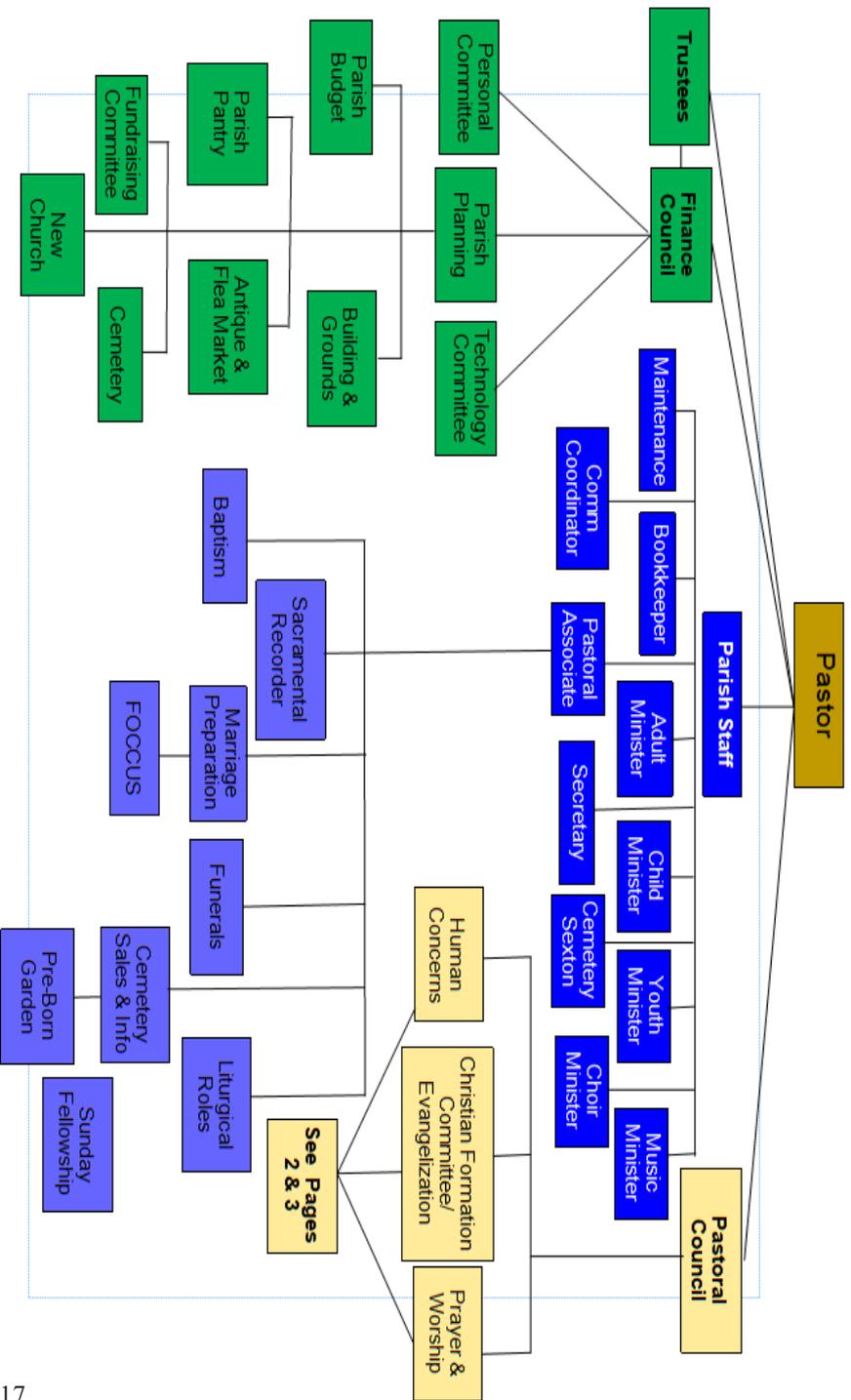
Little Lambs

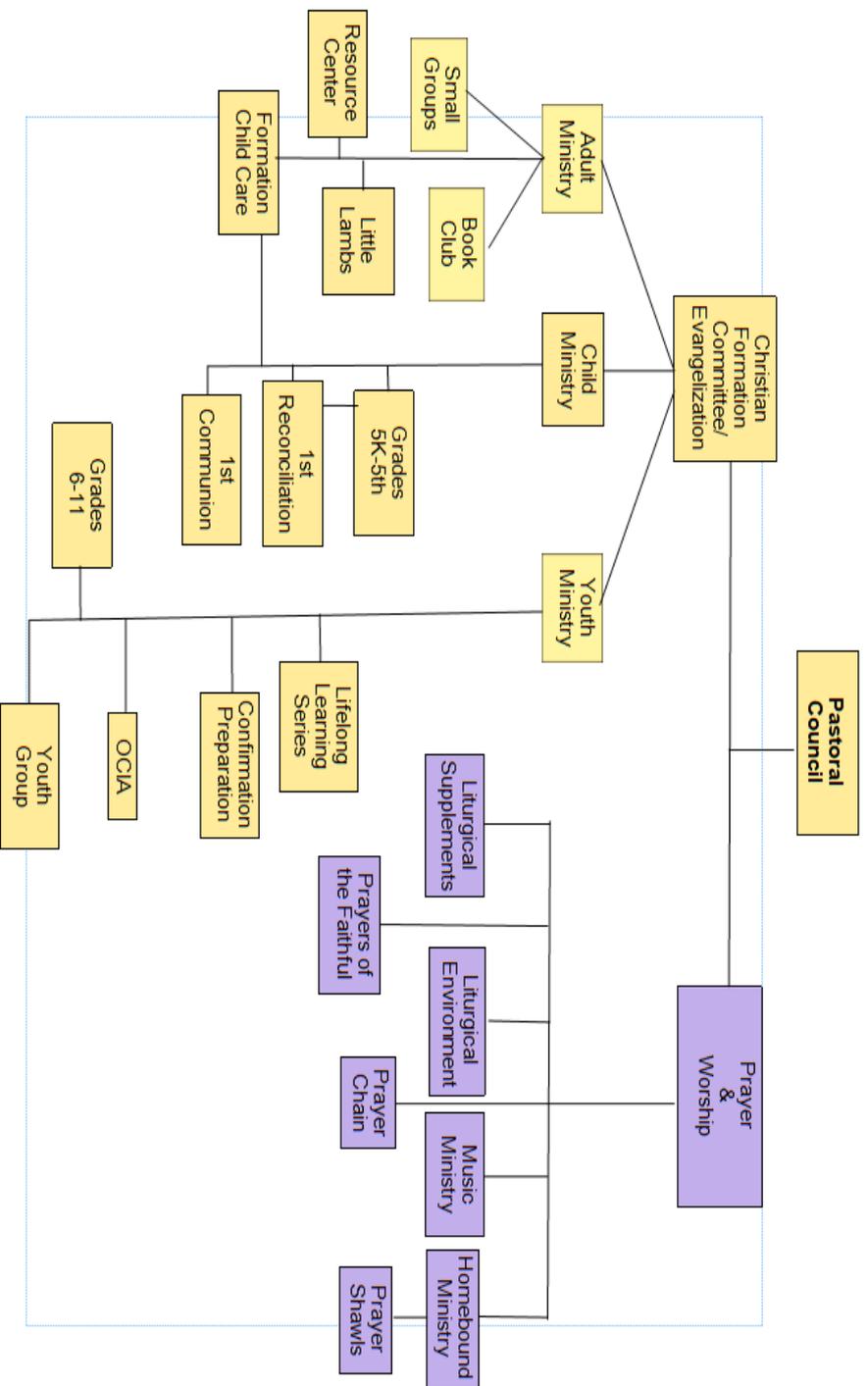


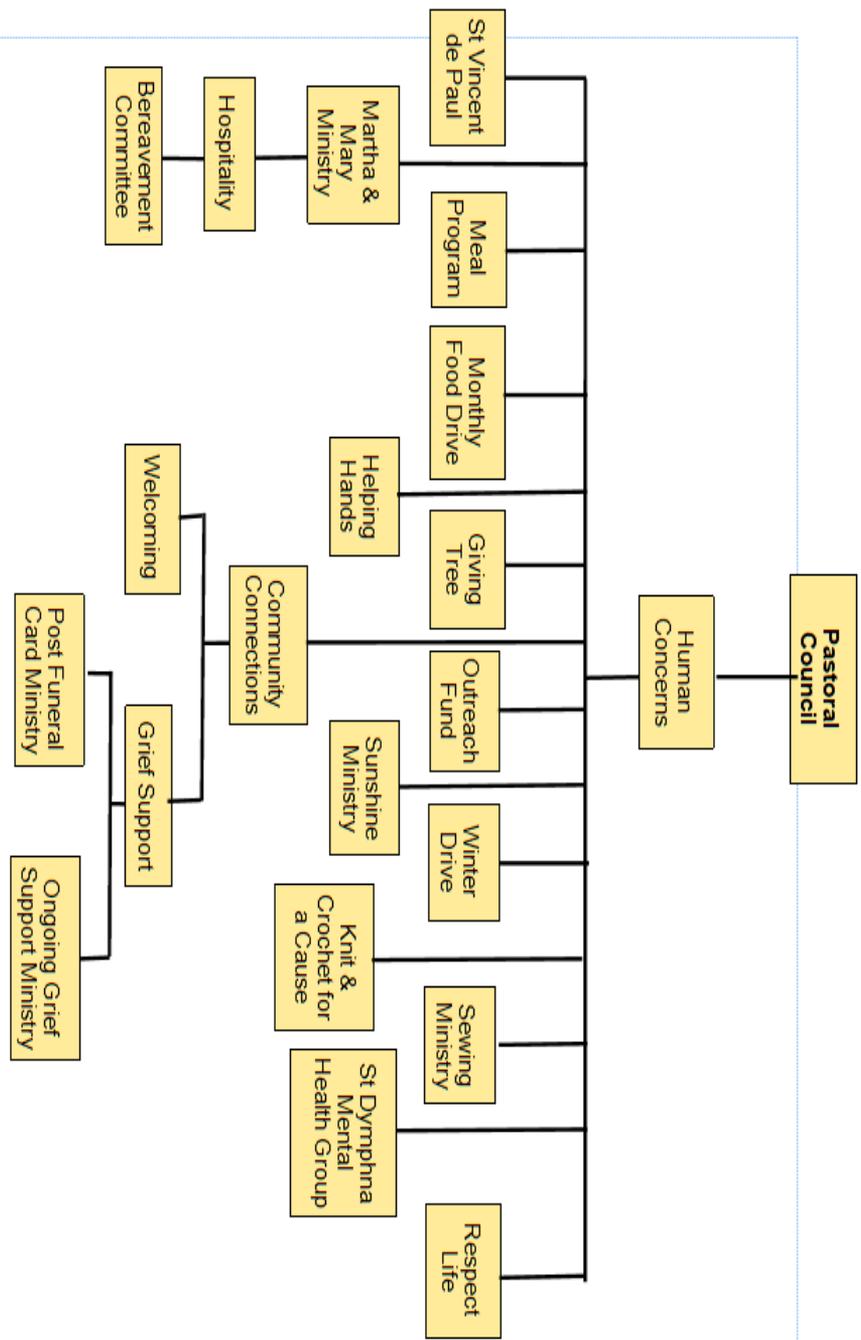
Animal Blessing



Family Faith Formation
Year End
Celebration









Auspice Maria

This symbol consisting of the intertwined letters A and M, is called **Auspice Maria**, a monogram of the Virgin Mary. **Auspice Maria** is Latin for “Under the protection of Mary: and is commonly found in Catholic religious art, on churches, and inscribed on jewelry. It is sometimes (incorrectly) referred to or used as a stand-in for the salutation “Ave Maria.”