

# St. Francis Xavier Parish

## Ministry Resource Guide

Welcome! Within these pages, you will find: 1) A list of the ministries, organizations and resources available through St. Francis Xavier Parish and 2) Opportunities for you to share time and talent throughout the community. Ministries & Organizations are grouped into Liturgy; Adult Formation, Spirituality, and Evangelization; Children and Youth; Outreach and Parish Life. To become more deeply involved in a particular area, please connect with the contact person listed. Questions? Contact the Rectory Office at [sfxinlg@sfxlg.org](mailto:sfxinlg@sfxlg.org) or 708-352-0168.

*Thank you for sharing your gifts!*

### Liturgy

**Altar Committee**                      **Contact: Bernadette McMahon**  
bbcmahon@comcast.net

This committee cares for altar linens (purificators, altar cloths) and does a light cleaning of the church each week.

*Volunteer Time Commitment - Those who attend daily or Saturday mass could easily assist with this committee as often as you are able.*

**Altar Servers**                         **Contact: Missy Westerhoff**  
sfxinlg@sfxlg.org / 708-352-0168

Seventh and eighth grade students from both the SFX Elementary School and the School of Religious Education are eligible to be altar servers. Girls and boys may serve. Before starting as an altar server, students must attend training sessions.

*Volunteer Time Commitment - varies*

**Art & Environment**                 **Contact: Celine Heraty**  
cmheraty@gmail.com

This committee is responsible for creating a mood or atmosphere that helps make our worship space a suitable place for liturgy. Through color, texture, and design, a sense of warmth and hospitality is achieved, making St. Francis Xavier an inviting place for all worshippers.

*Volunteer Time Commitment - varies. Advent and Lenten preparations take about three hours to set up. Christmas is slightly longer because of decorating the tree. There are many hands needed during Holy Week.*

**Bereavement Ministry**               **Contact: Fr. Rich Milek**  
rmilek@sfxlg.org / 708-352-0168

The Bereavement Ministry of St. Francis Xavier Parish is made up of generous and caring men and women who have made the commitment to accompany their fellow parishioners through the journey of grief.

*Volunteer Time Commitment - Ministers of Consolation are available during the evening and morning hours to attend wakes and funeral liturgies, as well as occasional training and formation sessions.*

**Eucharistic Ministers**               **Contact: George Rutkowski**  
grutkowski@aol.com

Eucharistic Ministers are lay persons mandated to assist the priests in distributing the Eucharist at Mass. High School age and above.

*Volunteer Time Commitment - Eucharistic Ministers serve at mass according to a published schedule. On average, ministers serve 2x per month.*

**Funeral Sacristans**                   **Contact: Missy Westerhoff**  
sfxinlg@sfxlg.org / 708-352-0168

Funeral Sacristans are special "on-call" adults who serve both as sacristan and altar server, and set up for the Funeral Masses.

*Volunteer Time Commitment - Funeral Sacristans are needed with 1-3 day notice, usually for about 2 hours in the morning.*

**Greeters**                                 **Contact: Maggie McMahon**  
mmcmahon@sfxlg.org

Greeters are some of the first people to welcome parishioners and visitors to our weekend liturgies. It is a ministry of hospitality.

*Volunteer Time Commitment - Greeters arrive 15-20 minutes before each scheduled mass in order to welcome those who attend. They serve at a mass time of their choice, as their schedules allow.*

**Lay Leaders of Prayer**               **Contact: Maureen Pipal**  
mpipal@sfxlg.org / 708-352-0168

These men and women assist by hosting Word and Communion services when necessary and lead worship at various other prayer services.

*Volunteer Time Commitment - several hours approximaely once a month, as your schedule allows. Training provided as necessary.*

**Lectors** **Contact: Susie Lehuta**  
lehutams@gmail.com

Lectors read the scripture selections for the weekend liturgies. (High School age and above)

*Volunteer Time Commitment – Scheduled based on need and availability at the mass time you select. As often as you are willing. One time training session is required.*

**Liturgy Planning** **Contact: Bernadette Mc Mahon**  
bbcmahon@comcast.net

Four teams of 4-6 parishioners do seasonal and weekly liturgy planning. Our focus is on practical, real-life applications of scripture. Teams meet to reflect on the scriptures for assigned Sundays. Based on that reflection, notes are written for homilists' consideration, prayers are selected/written, general intercessions are written, and an ordo form is submitted. Representatives of each team and the parish staff do seasonal planning for Advent, Christmas, Lent and Easter. We gather to reflect, pray and share our thoughts.

*Volunteer Time Commitment – An annual planning schedule is prepared. Teams meet for 90 minutes every six weeks, at a time and place of their choosing, in addition to advance preparation and reflection, post-meeting writing, and organization of the ordo.*

**Ministers of Care** **Contact: Mary Sue and Scott McDonald**  
sjmcdonal@yahoo.com

Educated and formed Ministers of Care in our parish bring the gifts of Eucharist and companionship to those living in nursing homes, the permanently homebound, and parishioners who are patients in our local hospitals. Their visits to those who are unable to attend liturgy at church allow these parishioners to remain connected to the parish community in the sharing and celebration of the Eucharist—Jesus present in all of our lives.

*Volunteer Time Commitment –variable and can range from 1 hour per week to 3 hours per month. Initial training consists of 12 classroom hours of education/formation in accordance with archdiocesan policy.*

**Music Ministry** **Contact: Allen Sterwalt** Director of Music Ministry  
asterwalt@sfxlg.org / 708-352-0168

Singers and instrumentalists of all ages come together to worship the Lord through music. It's a hands-on desire for spiritual growth through community that brings people to this special ministry. We sing with one another and with the parish community in hopes that the Holy Spirit may be found and heard in each one of us. There are numerous opportunities for people of all ages to serve: Cantors, Celebration Ensemble, Gallery Choir, Men's Schola, Resurrection Choir, Spirit Choir, Cherub Choir, SF Choristers, and Instrumentalists.

*Volunteer Time Commitment – varies. Please visit the Music Ministry page on the parish website (sfxlg.org) for rehearsal schedule.*

**Sunday Sacristans** **Contact: Steve Eaton**  
stevenfeaton@gmail.com

The sacristan carefully arranges the liturgical books, the vestments, and other things necessary in the celebration of Mass. This person undertakes the overall preparation of liturgical celebrations, including all that is needed for special days, such as Ash Wednesday and Palm Sunday.

*Volunteer Time Commitment – Sunday Sacristans are scheduled on a rotating basis.*

**Ushers** **Contact: Mike Hattie**  
michaelhattie@sbcglobal.net

Ushers will seat at mass, select individuals/families for the procession of gifts, collect offerings, assist with seating those who require additional assistance, distribute bulletins, and contact appropriate person in emergency situations.

*Volunteer Time Commitment – Monthly rotation at a mass time you request.*

**Wedding Ministry** **Contact: Sue Baker**  
grandbaker30@gmail.com

Do you want to be part of our greatest Sacrament of unity and love? We serve in teams of two, assisting at wedding ceremonies, arriving one hour prior to the scheduled start time. Duties range from answering questions about the history of the church to helping with last minute details. We assist various participants of the wedding (i.e. Florist, Musician, etc.), including lining up the wedding party for the opening procession. Team members who are Eucharistic Ministers may also help distribute communion.

*Volunteer Time Commitment – Approximately two and one half hours per wedding, with an average of 8 assignments per year, always working in pairs. Join us and we'll provide guidance and training in this important Service Ministry of our Parish.*

## **Adult Formation, Spirituality and Evangelization**

**Adult Faith Formation** **Contact: Maggie McMahon**  
mmcmahon@sfxlg.org

This group facilitates or participates in small group discussion and other seasonal faith formation events with the guidance of the Pastoral Associate. *Time commitment varies according to the event and role of the participant.*

**Baptismal Prep** **Contact: Missy Westerhoff**  
mwesterhoff@sfxlg.org

When you sign up for the baptism, you will be given a link to do on-line preparation for the baptism.

**That Man Is You Men's Group****Contact: Patrick McMahon**  
patrick.mcmahon65@gmail.com

TMIY Men's Group gathers weekly for a social, video content, and small group faith sharing on the topic of authentic male leadership in a modern context. The group meets for 26 weeks throughout the year, 13 weeks in the fall and 13 weeks in the spring. Meetings last about last about an hour and half, and participants are encouraged to join when they can -- even if not every week. Core Team members (who facilitate the group) can expect to commit roughly 12 hours a month during the fall and spring (including the weekly gatherings).

**Becoming Catholic (OCIA)****Contact: Susan Lindsay**  
selindsay22@yahoo.com

RCIA offers an opportunity for adults to become fully initiated into the Catholic Church through the Sacraments of Baptism, Confirmation, and Eucharist. Volunteers are needed to invite and accompany participants to parish events.

*Volunteer Time Commitment – As your schedule allows. The process goes from late September/early October until May. Some Sundays are also needed.*

**Retired Men****Contact: John Carroll**  
jrcnfamily@aol.com / 708-354-0205

This group offers an informal monthly gathering of retired men of the parish. Its mission is educational, social and spiritual.

*Volunteer Time Commitment - monthly meetings and gatherings are 1-2 hours in length.*

**Senior Women****Contact: Clare Froemel** clare.froemel@gmail.com / 708-354-9386  
**Marge Schwendner** mmsnana3@yahoo.com / 708-203-3459

All senior women are welcome. The luncheon requires a reservation with a fee. The meetings are announced in the church bulletin and a reminder is sent by mail.

*Volunteer Time Commitment - we meet 4 times a year, 3 in the east rectory meeting room with a speaker of interest. The 4th meeting is a spring luncheon.*

**SPRED  
Special Religious Development****Contact: Nancy Kalkowski** Friday Group Chair  
nancy.kalkowski@gmail.com  
**Cindy Anderson** Saturday Group Chair  
cindyaaa@comcast.net

The goal of SPRED is for catechists and friends with special needs to form a community of faith in which everyone experiences the presence of God. We are committed to the belief that every person deserves an opportunity to grow in faith and to be part of our Church community. The SFX SPRED program is specifically designed as a journey in faith for young adults and adults. Children and adolescents are served at other local parishes.

*Volunteer Time Commitment – varies. Nancy is the Friday Group Chair; Cindy is the Saturday Group Chair.*

## Children and Youth

**Boy/Girl Scout Troop 33****Pam Titzer** Committee Chairperson: pamtitzer@sbcglobal.net  
**Marko Magajne** mfmagajne@gmail.com

BSA provides a program for young people that builds character, trains them in the responsibilities of participating citizenship, and develops physical fitness. Involvement in BSA helps build the future leaders of this country by combining educational activities and lifelong values with fun. The Boy Scouts of America believes that helping youth is key to building a more conscientious, responsible, and productive society. Troop 33 at St. Francis Xavier Church is sponsored by the SFX Men's Club.

*Volunteer Time Commitment - we have weekly Thursday night meetings from 7:30-8:30pm in Joyce Hall and have monthly outings (e.g. campouts and activities). Any adult that is willing to assist with the Boy Scouts is encouraged to volunteer. No previous scouting experience is required.*

**Confirmation Prep****Contact: Elis Guidice**, Religious Education Director  
eguidice@sfxlg.org / 708-352-4555

Confirmation Prep begins with catechesis in the 7th and 8th grade religious formation program and concludes with a final retreat in the Fall of Freshman Year followed by the Confirmation celebration the month after the Retreat.

*Volunteer Time Commitment varies. New volunteers are sought each spring and summer.*

**Cub Scout Pack 33****Contact: Brian Lisek**  
brian.lisek@me.com

We offer outstanding growth experiences for boys by preparing them to make ethical and moral choices over their lifetimes - instilling in them the values of the Scout Oath and the Scout Law. Details about Cub Scout Troop 33 can be found at [sfxcubscoutpack33.wixsite.com/ourwebsite](http://sfxcubscoutpack33.wixsite.com/ourwebsite).

*Volunteer Time Commitment - We have several adult leadership positions that need to be filled. Commitment varies from 6 to 40 hours/year.*

**Girl Scouts of SFX****Contact: Veronica Ponce** School Coordinator  
verocxx@gmail.com

Saint Francis Xavier Girl Scouts is an organization dedicated to living by the Girl Scout promise and law while encouraging girls to build self confidence by trying new activities. One of our more popular activities is selling cookies! We have troops at the Daisy, Brownie, Junior and Cadette levels. There are opportunities for adult troop leaders or cookie managers.

*Volunteer Time Commitment - varies depending on troop and responsibility*

**Family & School Association****Contact: Shanae Strayer**  
Visit the Day School page at [www.sfxlg.org](http://www.sfxlg.org)

The St. Francis Xavier Family and School Association, better known as FSA, provides the supportive link between the families and the school. We are comprised of a Board of five couples, 40 different committees, and hundreds of volunteers. All Day School families are members of FSA.

*Volunteer Time Commitment varies.*

**School of Religious Ed.****Contact: Elis Guidice**, Director of Religious Education  
eguidice@sfxlg.org / 708-352-4555

The School of Religious Education offers both an in-person and online catechesis program. Catechists and catechist aides offer their time and talent to reach the Word of God to our young parishioners. Today, SFX has over 600 students in ten towns. There are 50+ catechists and several aides.

*Volunteer Time Commitment – varies. Catechists meet according to RE calendar for the school year. The Advisory Board is to meet once a month.*

## Parish Life

**Baptismal Banners****Contact: Missy Westerhoff**  
mwesterhoff@sfxlg.org

Members of this ministry make all the baptismal banners for parish baptisms. Each baptismal banner is a special keepsake for the family.

*Volunteer Time Commitment – varies according to the number of children being baptized, but requires cutting, sewing, gluing and delivery of banners on a monthly basis.*

**Catholic Women's Club****Contact: Katie Gallagher**  
katiehuston@yahoo.com

All women over the age of 21 who are registered parishioners are in the SFX Catholic Women's Club. Our purpose is to welcome new women into the parish, provide spiritual and social activities for members, encourage participation in parish life, and promote charitable and humanitarian projects on behalf of SFX.

*Volunteer Time Commitment – varies with particular activities. You are welcome to become as involved as your schedule allows.*

**Edythe Gardeners****Contact: Cathy Skokna**  
cmskokna@att.net

In memory of the many years of gardening and beautification work done by Edythe Skokna, this group aims to beautify the church grounds by creating and maintaining seasonal baskets, refreshing planters, and caring for all plantings on the church grounds.

*Volunteer Time Commitment – any and all "green thumbs" are invited to help in any way they can, any or all seasons of the year.*

**Men's Club****Contact: Matt Hubert or Jack Horrigan**  
mthubert@gmail.com    jfhorrigan@gmail.com

The Men's Club is an organization of adult male members of St. Francis Xavier Parish whose purpose is to enhance the spiritual and social life of its members, while providing support to various organizations of the parish and our local community. The SFX Men's Club helps sponsor BEDS, Boy Scouts Pack #33, Cub Scouts Pack#33, Food Pantry, Girl Scouts, Habitat for Humanity, SFX Athletics, along with many other activities.

*Volunteer Time Commitment - meets 2nd Tuesday every month, 7:30pm. Social and Spiritual events are scheduled throughout the year.*

**Toddlers Together****Contact: Maggie McMahon**  
mmcmahon@sfxlg.org

Connecting families with children under age 5.

## Outreach

**All Parish Service Day****Contact: Mary Freeman**, Director of Community Outreach  
mfreeman@sfxlg.org / 708-352-0168

Annual outreach event to connect parishioners with one another and live the Gospel message of discipleship in our community and Chicagoland.

*Volunteer Time Commitment - Team leaders work with an outreach organization to organize a service activity for 10-20 people for approximately 2 hours in early June.*

<b>Seasons of Hope Grief Group</b>	<b>In need of facilitator</b> Contact Maggie McMahon at <a href="mailto:mmcmahon@sfxlg.org">mmcmahon@sfxlg.org</a>
Seasons of Hope Grief Group runs 3-4 times a year for a six-week series of conversation and reflection after the loss of a loved one. Participants commit to about one hour a week for a six-week period, while facilitators commit to 2-3 hours a week for the six-week period.	
<b>Family Outreach Ministry</b>	<b>Contact: Ana Dimailig</b> <a href="mailto:apd3@core.com">apd3@core.com</a> <b>Rachel Peterson</b> <a href="mailto:petersonrtw@sbcglobal.net">petersonrtw@sbcglobal.net</a>
The Family Outreach Ministry is designed for families to teach children and model the gift of stewardship. Throughout the year we serve the Saturday meal program at the First Congregational Church of LaGrange. <i>Volunteer Time Commitment – Each event is about a two hour commitment.</i>	
<b>Food Pantry</b>	<b>Contact: Mary Freeman</b> , Food Pantry Coordinator <a href="mailto:mfreeman@sfxlg.org">mfreeman@sfxlg.org</a> / 708-352-0168
The Pantry's mission is to: (1) provide supplemental nutritious food assistance to those in need in a safe, respectful and prayerful environment and (2) partner with our community through food drives and volunteer opportunities. <i>Volunteer Time Commitment – Monday and Tuesday mornings and special projects as needed. Donations are always welcome and can be dropped off at the rectory or the side altars in the church.</i>	
<b>Fuller Center (Formerly Habitat)</b>	<b>Contact: Bob Albertini</b> <a href="mailto:smc87@sbcglobal.net">smc87@sbcglobal.net</a>
The SFX Fuller Center ministry helps to build affordable housing for low income families in Clarksdale, Mississippi. In the process of fulfilling this ministry, SFX parishioners have an opportunity to meet and work with future homeowners. <i>Volunteer Time Commitment – Volunteers spend one week in Clarksdale during the summer months. We leave SFX early on a Saturday morning and return the following Friday.</i>	
<b>Kitchen Angels</b>	<b>Contact: Susie Lehuta</b> <a href="mailto:lehutams@gmail.com">lehutams@gmail.com</a>
Kitchen Angels reach out to those in need by offering a home-cooked meal. When the parish is made aware of an individual or family who could be helped with one or several meals, a volunteer will contact you to see if you could prepare a meal in the coming week, on an evening that fits your schedule. Everyone has a favorite dish... share one with someone in need! <i>Volunteer Time Commitment – On average, volunteers are called to supply one meal every 3 months based on requests.</i>	
<b>Knights of Columbus</b>	<b>Contact: Brian Lisek</b> <a href="mailto:brian.lisek@me.com">brian.lisek@me.com</a> / 630-939-2626
The Knights of Columbus is the largest Catholic family fraternal organization in the world. It provides an opportunity for the men of the parish to deepen their faith, while it offers support for families and involvement in community service. <i>Volunteer Time Commitment – Voluntary monthly business meetings along with voluntary monthly social and service events.</i>	
<b>Peace and Justice</b>	<b>Contact: Mary Freeman</b> <a href="mailto:mfreeman@sfxlg.org">mfreeman@sfxlg.org</a> / 708-352-0168
Peace and Justice Ministry carries out the teachings of Jesus in the Sermon on the Mount; to work for peace and justice in our community, the world and on behalf of all creation; to involve the parish and the broader community in this mission; and to create awareness through education, dialogue and action. Events are scheduled throughout the year. All are welcome!	
<b>Prayer Shawl Ministry</b>	<b>Contact: Mary Freeman</b> <a href="mailto:mfreeman@sfxlg.org">mfreeman@sfxlg.org</a>
Members of this ministry knit and crochet prayer shawls intended to provide comfort for the recipients, including Fisher House. We also make baby blankets for several ministries and warm scarves and hats for the BEDS program and SFX food pantry. Ways to become involved include knitting or crocheting, donating supplies (yarn and ribbon), making a monetary contribution for supplies, and praying for all involved. <i>Volunteer Time Commitment - crafting is primarily done at home on your own time and at your own pace, but the group also meets in Unity Hall several times a year.</i>	
<b>St. Vincent DePaul Society</b>	<b>Contact: Pat Murphy</b> <a href="mailto:ptmnrj2@yahoo.com">ptmnrj2@yahoo.com</a>
Vincentians are united in an international society of charity by their spirit of poverty, humility and sharing, which is nourished by prayer and reflection, mutually supportive gatherings and adherence to a basic Rule. Locally, the St. Vincent de Paul Society helps individuals and families address the needs and requirements of everyday life: food, clothing, shelter. <i>Volunteer Time Commitment – We meet on the first Monday of each month from 7:00-8:00pm in the rectory. In addition to the meetings, approximately 2 hours every other month is required to help those in need.</i>	
<b>Welcome Committee</b>	<b>Contact: Laura Duelm / Maggie McMahon</b> <a href="mailto:lauraduelm@hotmail.com">lauraduelm@hotmail.com</a> / <a href="mailto:mcmahon@sfxlg.org">mcmahon@sfxlg.org</a>
Our goal is to welcome new parishioners by inviting them to attend a prayer service and welcome dinner and helping them to connect to any other ministry or group that may interest them. <i>Volunteer opportunities - assist with dinner social, letter writing and ornament delivery.</i>	

