

Our Lady of Lourdes is a pilgrim church coming to know the Kingdom of God by being Christ to the world

# Our Lady of Lourdes

Catholic Church

June 2017

Dear parishioners of Our Lady of Lourdes,

Where have 17 years gone?

It seems like yesterday that I said “yes” to joining this creative, energetic, prayerful parish as the director of youth ministry. Looking back over those years, it is the many interactions with the teens, parents, and our “ever young” senior community that are my joy-filled memories. It has been fun! It has been challenging! It has been a collaborative effort! There have been so many kind words of thanks extended to me throughout this year as I have had this time to prepare for retirement. I wish I could thank by name all the people who have helped develop this ministry. That would take reams of paper! So, I will thank categories of people, and you will know where you have served.

First, the teens: music, drama, faith, leadership, service, compassion, and acceptance. We have very gifted and generous youth. They are visible within our ministries, including liturgical ministry and so encouraging of one another's gifts. Most high school drama, music, and band programs know our teens! Through our Teen Action Group, our youth have learned service and leadership skills. Thank you!

Next, the adult leaders: those who have shared their faith and love of God through their knowledge and the stories of their lives. I feel so blessed to be a part of a parish that does intergenerational learning. Now, parents are learning right along with their children and youth. So many people make a program like GIFT work. The cooks, bakers, kitchen helpers, child care givers, and those who set-up and clean-up are all vital ingredients. Thank you!

And finally, all who have supported the many opportunities for youth, both financially and through prayer. If we ask for yarn, we collect four bags! Our GIFT tuition angels and retreat accounts have assisted those needing some temporary help. Thank you!

Working and serving with all of you has helped me know God's love. I have learned so much and understand God's call is on-going. It has to be passed on! Is it your turn to step up and fill one of the new roles that will be created through the gifts and energy of our new youth minister? Please don't let [our new youth minister] Taylor ever hear, “We've never done it that way!” We have grown youth ministry and now you have an opportunity for new life and growth. I have every confidence that there will be a great program in place for my goddaughter, Grace, and my grandson, Jace.

So, I leave you with this quote and challenge to get involved, say “YES!”

“We are made wise not by the recollection of our past  
but by the responsibility of our future.”

George Bernard Shaw

Blessings and much love,  
Mary

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**Our Lady of Lourdes Stewardship Contribution  
July 2017**

Env. No. \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_

Regular Offering-Operating Fund .. \$ \_\_\_\_\_

Improvement Fund ..... \$ \_\_\_\_\_

Initial Offering - \$5.00\* ..... \$ \_\_\_\_\_

Check # \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

\*Offsets annual costs of monthly mailings

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**Env. No. «Envelope Number»**

**As of M/DD/YY ..... Pledge ..... Contributions**

Weekly/Monthly Offering ..... \$ 0.00 ..... \$ 0.00

ALL PARISH FUNDS ..... \$ 0.00

«STATEMENT NAME»  
«SPECIAL ADDRESS»  
«DELIVERY ADDRESS»  
«CITY», «STATE» «ZIP CODE»

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# Our Lady of Lourdes

## Position Description

**TITLE:** FORMATION HOSPITALITY COORDINATOR  
**REPORTS TO:** DIRECTOR OF CHILD MINISTRIES  
**STATUS:** LIMITED TERM / STIPEND / NON-EXEMPT  
**DATE:** AUGUST 1, 2017

### Primary Function

The Formation Hospitality Coordinator assists the formation staff with the organizational support needed for the hospitality of the various formation programs. It requires knowledge of food service operations, parish kitchen operations, management skills, and an ability to establish a welcoming atmosphere. Frequent evening and weekend work is required.

**Stipend of \$500 per month for 10 months (August – May)**

**Number of events varies per month, from as few as two to as many as eight.**

**Apply through parish website: <http://www.ololmke.org/employment>**

**Applications with cover letter desired by July 24<sup>th</sup>.**

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### Major Position Responsibilities and Regular Activities

#### ❑ Office Management

- Complete general administration duties in accordance with established procedures
- Order and maintain an inventory of supplies, as needed, for the Christian Formation programs
- Recruit, train and schedule hospitality volunteers as appropriate to maintain coverage.

#### ❑ Christian Formation Programs

- Provide support for GIFT
  - Act as meal coordinator for each GIFT session
    - Schedule a cook for each session, and work with them to develop a menu
      - Provide them with a budget, purchase/order food as able, or provide the parish tax-exempt number for the cook to shop on their own
      - Oversee food handling and preparation to ensure food safety requirements are met
      - Assist cook and kitchen coordinator in serving food at each session
      - Work with cook on proper handling of unused food, determining what can be used for upcoming events or what should be packaged and distributed
    - Schedule a kitchen coordinator for each session, who will assist with setting food out and cleaning dishes and the kitchen space
  - Recruit and schedule hospitality volunteers as appropriate for appropriate coverage
  - Arrange for stipend payment of both cook and kitchen coordinator after each session
- Provide support for Sacramental preparation
  - First Reconciliation and First Eucharist
    - Establish menu for each session with Director of Child Ministries
    - Purchase, prepare, serve and clean up food for each session

- Baptism Preparation
  - Establish menu for each session with Director of Child Ministries
  - Purchase, prepare, serve and clean up food for each session
- Provide support for retreat ministry
  - Establish snack menu for each retreat with Director of Youth Ministries
  - Purchase food to be sent with group on retreat
- Provide support for special events, parent programs, initial orientation sessions, and selected fellowships
  - Establish menu for each event with formation team member
  - Purchase, prepare, serve and clean up food for each session
  - Recruit and schedule hospitality volunteers as appropriate for appropriate coverage

#### ❑ Other Duties

- Guided by the rules and regulations as contained in the local policies or as prescribed in other official ways, as well as the policies and regulations of the Archdiocese of Milwaukee offices.
- Attend appropriate staff, committee and Archdiocesan meetings as warranted.
- Work compatibly with other staff by information sharing

### Qualifications

#### ❑ Religious Requirements

- N/A

#### ❑ Education

- Possesses a High School diploma or equivalent
- ServeSafe Certification required (Willing to have trained)

#### ❑ Experience

- Has a basic understanding of the mission of the Parish
- Has a basic understanding of the parish ministries
- Demonstrates competencies in operating a variety of kitchen equipment
- Demonstrates competencies in performing a variety of clerical functions

#### ❑ Skills, Knowledge, and/or Abilities

- Exhibits good written and oral communication; has good organizational skills and works independently
- Works cooperatively with Staff and volunteers
- Utilizes a Pastoral approach when dealing with people
- Recognizes that time management is a crucial factor in completing the various tasks required of this ministry

### Working Environment

- ❑ Must understand the sensitive and public profile nature of the work of the church. Should adhere to the highest standards of good practices and confidentiality. Must be proactive in support of the church's mission statement, goals, policies and programs. Flexibility in work schedule and work styles is expected given the nature of a family centric parish.

This description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee and the Employer. The Employer retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.