

PHOTO OF CATHEDRAL

**Cathedral of Saint Joseph
Jefferson City, Missouri**

(Crest of Diocese)

**In Memory of Mrs. Martha R. Borgmeyer
(1949 – 2006)**

**Parish Resource Book
and Directory
2008**

WELCOME

We hope you will find this booklet a useful guide to the people and ministries of the Cathedral of Saint Joseph. It answers frequently asked questions about the various ministries and organizations of the parish and provides information about celebrating the Sacraments. We offer this booklet as an invitation for you to join us in the mission and ministry of the Cathedral parish.

SAINT JOSEPH - OUR PATRON

Saint Joseph was the husband of the Blessed Virgin Mary and foster father of Our Lord Jesus Christ. He was a carpenter in the town of Nazareth. He was a descendant of the line of King David, and the New Testament calls him “a just man.” He was advised in a dream about the child Mary was to have, and he took her with him when he went to Bethlehem to enroll in a census that was being taken. There Jesus was born in a stable because all the inns were crowded. Saint Joseph fled with Mary and the child to Egypt to escape the jealousy of Herod. After a period of exile there, he returned with Jesus and Mary to Nazareth. The Church holds Saint Joseph in great honor because of his care for Jesus and his love for Mary. He is patron of carpenters, homeless, orphans, the Carmelite Nuns, and is prayed to for a happy death because he died in the arms of Jesus and Mary. Since Saint Joseph was great on earth, the man closest to Jesus, he is still greater in heaven. The feast day of Saint Joseph is March 19.

CATHEDRAL PARISH

The Cathedral Church of Saint Joseph is the embodiment of the vision of the first Bishop of Jefferson City, Bishop Joseph M. Marling, C.P.P.S., and Monsignor Gerard L. Poelker, following the Second Vatican Council. The parish and school had their beginnings earlier on April 6, 1958, when Bishop Marling announced the formation of a new third parish on the west end of Jefferson City. Monsignor Joseph A. Vogelweid, P.A., the first Vicar General of the Diocese, was given the honor of selecting Saint Joseph as the patron. On a nineteen acre site on West Main Street, just across from Memorial Park, the construction of the buildings began that same year. The first red brick building, three stories tall, housed a cafeteria in the basement, the temporary church on the first floor, and six classrooms on the second floor. The Reverend Kenneth J. McDonnell, serving during construction, was the first pastor. The new parish had 250 original families.

The buildings were constructed by Shell Construction and Otke Construction Companies. The church-school cost approximately \$275,000. The rectory was constructed next at an approximate cost of \$275,000, and a convent was built in 1960 for approximately \$40,000. The convent housed the Sisters of Mercy who were recruited from Ireland by the second pastor, Monsignor Francis O’Duignan, who served until 1964. The first Sunday collection from the first Mass celebrated in the new church-school on September 25, 1959, totaled \$497.74.

Monsignor Gerard L. Poelker was installed September 10, 1964, as the third pastor and first rector. It was during this tenure in 1966 that plans were made to build a modern, circular Cathedral. On August 20, 1967, Bishop Marling and Monsignor Poelker presided over a groundbreaking ceremony. Prost Builders was selected to construct the new Cathedral at a cost of \$1.2 million and became the Cathedral in 1968 with the entire diocese assisting financially and spiritually.

The First Mass was celebrated by Bishop Marling at Midnight on December 25, 1968. Bishop Marling retired in 1969. On August 18, 1969, the Most Reverend Michael F. McAuliffe was ordained and installed as the second Bishop of Jefferson City by Archbishop Luigi Raimondi, Apostolic Delegate to the United States, assisted by Bishop Charles H. Helmsing of Kansas City-St. Joseph and Bishop Emeritus Joseph M. Marling, C.P.P.S.. The parish had 650 households. The Reverend Kenneth J. Brockel was the first diocesan priest ordained in the new Cathedral on May 24, 1969, by Bishop Marling. Fr. Brockel passed away on January 23, 2002. The Reverend Richard Cronin was installed as Administrator in June 1970 and the Parish Council was begun the same year.

In 1973 the title of Administrator passed from Reverend Richard Cronin to Reverend Francis G. Gillgannon, who would remain at the helm until 1982. Due to the change in Bishops, the formal dedication of the Cathedral did not occur until May 5, 1974, when John Joseph Cardinal Carberry, Archbishop of St. Louis, presided over the formal blessing, assisted by Bishops Marling and McAuliffe. Bishop Marling died on October 2, 1979, at the age of 75, and was buried from the Cathedral in Precious Blood Community Cemetery in Carthage, Ohio.

During these years, the school grew and developed. The original school on the upper floor of the church had only six rooms for the first primary grades. With the completion of the Cathedral, the original church-school facility was remodeled into additional classrooms. In 1977, an activities building was constructed to house a gym with a stage. Overcrowding continued to be a problem, so after Reverend Patrick J. Shortt was assigned as Rector in 1982, planning began for an addition to the school. The addition was completed in 1984, connecting the activities building to the school. Classrooms were also constructed in the basement of the convent. The Silver Jubilee of the parish was celebrated on September 25, 1984, by Bishop McAuliffe. Perpetual Adoration began in 1986.

The school administration was changed from the Sisters of Mercy to a secular principal in 1987. The school staff became totally secular in 1989. The upper two floors of the convent were converted into parish offices, with classrooms remaining in the basement for the first grade and later for the kindergarten. The rectory became a private home.

The Reverend Michael J. Wilbers was named Rector in June 1989. He also served as the third Vicar General. His leadership had provided continuing progress, and it should be noted that the Cathedral Parish became debt free. The Silver Jubilee of the First Mass in the Cathedral was marked on December 25, 1993, by Bishop McAuliffe. The Bishop retired in 1997 and resided in the parish until his death on January 9, 2006, at the age of 85. He was buried from the Cathedral in Resurrection Cemetery.

On August 27, 1997, the Most Reverend John R. Gaydos was ordained and installed as the third Bishop of Jefferson City. The Most Reverend Justin F. Rigali, Archbishop of St. Louis, served as principal consecrator with Archbishop Oscar H. Lipscomb of Mobile and Bishop Emeritus Michael F. McAuliffe as co-consecrators.

The Reverend Frederick J. Elskamp became Rector in 1999 and continued to carefully oversee the growing parish. Bishop Gaydos broke ground for the new Chancery Office on April 1, 2004, together with Emil Schwartze, KSS, of Westphalia. It was first occupied on July 26, 2005, as dedicated by Most Rev. Raymond L. Burke, Archbishop of St. Louis on October 7, 2007.

Bishop Gaydos named Father Robert A. Kurwicki as Pastor on July 1, 2004. He continues to serve with Reverend Joseph L. Shetler, who is Associate Pastor and Master of Ceremonies to the Cathedral. Over the past forty-nine years, thirty-two priests have served as associates here. Four deacons currently serve: Joseph Braddock, Dan Joyce, Jim Kliethermes and Robert Rackers, Emeritus. There are _____parishioners in _____households. The school has an enrollment of 463 with 27 teachers. The Knights of Columbus Council 12992 was established here in 2001. Its name was changed February 8, 2006, to Bishop Michael F. McAuliffe Council 12992; it has 317 members. Six priests and four sisters have come from this parish to serve the Church. We have one seminarian from our parish now in formation.

Pope Benedict XVI honored the Cathedral parish with papal honors to commemorate the 50th Anniversary of the establishment of the Diocese of Jefferson in 2006. The Holy Father named Father Kurwicki a Monsignor. It was the first time this rank had been given to one of our current pastors since 1962. The Holy Father also honored parishioners by granting the Order of St. Gregory the Great to Deacon Robert and Mary Rackers and Gary and Millie Schell. Sister Ethel-Marie Biri, S.S.N.D., and Mary Ann Schepker were bestowed the Cross Pro Ecclesia et Pontifice. Frank Kempker and Catherine Wolters were given the Benemerenti Medal.

CATHEDRAL OF SAINT JOSEPH

2215 West Main Street, Jefferson City, Missouri 65109

Mailing Address - 2305 West Main Street

Cathedral Parish Office - 2305 West Main Street

Cathedral School Office - 2303 West Main Street

Cathedral Rectory - 2301 West Main Street

Villa Saint Joseph - 2309 West Main Street

Diocesan Chancery – P.O. Box 104900

His Excellency

Most Reverend John R. Gaydos, Bishop of Jefferson City

Reverend Monsignor Robert A. Kurwicky, Pastor, Vice-Chancellor

Reverend Joseph L. Shetler, Associate Pastor, Master of Ceremonies

Rev. Mr. Joseph M. Braddock, Rev. Mr. Dan K. Joyce, Rev. Mr. James L.

Kliethermes, Rev. Mr. Robert J. Rackers, K.S.G., Emeritus, Deacons

Mrs. Julie Gramlich, Director of Youth Ministry

Mrs. Cara Sue Cockerham, Director of Parish School of Religion

Mrs. Rose Mengwasser, Director of Rite of Christian Initiation

Mr. Scott Sellner, Director of Music

Mrs. Lou Anne Rowan, R.N., Parish Nurse

Mr. Spencer L. Allen, Principal

Mrs. Susan Ponder, Assistant Principal

PARISH CONTACT INFORMATION

Cathedral Office Mary Rackers, Bookkeeper Norma Burkemper, Secretary Carol Dutoi, Secretary	573-635-7991
Cathedral Parish E-mail Address	stjosephb@juno.com
Cathedral Parish Website	www.cathedraljc.org
Cathedral Parish Fax	573-635-0842
Julie Gramlich, Director of Youth Ministry	573-635-7991/573-286-0815 julie.gramlich@catholicweb.com
Lou Anne Rowan, Parish Nurse	573-635-4022
Cathedral School Office	573-635-5024
Cathedral School Website	www.cathedralschooljc.com
Cathedral School Cafeteria	573-634-2984
After School Care	573-635-2533
Undercroft/Blessed Sacrament Chapel	573-635-4955
Diocesan Chancery Office	573-635-9127

REGISTRATION

To become a member of the Cathedral parish, it is necessary to register. Please contact the parish office by phone or in person. If you leave the parish, please kindly notify the parish office so that we may keep our records current.

Parish Office Hours	Monday - Friday, 8:00 a.m.- 4:00 p.m. Please conduct all business at that time, i.e., scheduling marriages, Baptisms, Masses, use of meeting spaces, etc.
Bulletin Deadline:	12:00 p.m. (noon) Tuesday prior to the following Sunday's publication.
Meeting Space:	Please call the parish office to reserve space for meetings, 635-7991.

SACRAMENT SCHEDULE

Weekend Masses	Saturday, 5:30 p.m. Sunday, 7:00, 9:00, 11:00 a.m.
Daily Masses	Monday-Friday, 6:30, 8:00 a.m.
Holy Days of Obligation	Vigil, 7:00 p.m.; Holy Day, 6:30 a.m., 8:00 a.m., 12:10 p.m.
Sacrament of Penance	Saturday, 4:00 p.m. (Other times on request)

SACRAMENT OF BAPTISM

Children Baptisms: Participation in the Baptismal preparation program for parents is required, if not previously attended, as well as registration in the parish and active participation in parish life and worship. If possible, Baptisms are held the first weekend of the month during Mass or following Mass. For information on the preparation program or to schedule a Baptism, please call the parish office.

Adult Baptisms: Adult Baptisms and Reception of Adults into the Catholic Church follows upon completion of the Catechuminate Program. Enrollment is made by contacting Rose Mengwasser at 573-634-7993.

SACRAMENT OF MARRIAGE

Catholic statewide policy requires at least six (6) months of preparation. To set your wedding date, you must contact the pastor first. No marriage date is secure without meeting with the priest personally. According to Canon Law, all Catholics preparing for the Sacrament of Marriage must be confirmed. If you have a previous marriage, no marriage date can be set until you have discussed this with one of the priests. Visiting priests/deacons are always welcome.

MINISTRY TO THE SICK

Parish priests, deacons, the parish nurse and ministers of care visit nursing home residents, hospital patients and those who are homebound. If you or someone you know would like a visit from a minister of care, please contact the parish office.

CATHEDRAL SCHOOL ADMISSIONS POLICY OF 2003

The Cathedral School admits regardless of race, sex, color or ethnic background. Students are admitted to the school by the principal upon verification of previous school and/or health records.

The order of priority to which admissions shall be made is:

1. Baptized children of registered and active parishioners who have active parishioner form -
 - a. Children from families with children already enrolled in grades K-8 and/or who have graduated, if they have active parishioner form;
 - b. First child now enrolled, if they have active parishioner form;
 - c. Other children registered on approved waiting list, if they have active parishioner form.
2. Children from families newly registered and active in the parish who were enrolled in Catholic schools at their previous address.
3. Catholic children from non-parish families -
 - a. Children from families with children already enrolled;
 - b. First child now reaching school age.
4. Non-Catholic children -
 - a. Children from families with children already enrolled in grades K-8 and/or who have graduated;
 - b. First child now reaching school age.

Transferring students are admitted only after checking past academic and behavioral records to assure a good chance of success in the school.

The principal, in consultation with the pastor of Cathedral of Saint Joseph (and, if they deem necessary, school board members), reserves the right to deny a child's admission, including, but not limited to, circumstances where admission could:

- exceed available capacity;
- reasonably be expected to create a disruptive environment based on demonstrated behavioral deficiencies;
- create safety or security concerns;
- be inappropriate for the special needs of a child, when those needs cannot be met by current resources of the school.

In order to be admitted to first grade, a child needs to be six years old by August 1. Placement for children who do not meet these requirements will be decided by the school administration.

In order to be admitted to kindergarten, a child must be five years old by August 1. In addition, a screening procedure will take place for each kindergarten applicant prior to class placement. If the screening indicates the child might not be ready for kindergarten, the decision on placement will be made in consultation among the kindergarten teacher, school counselor, principal and the child's parents.

A child must be either three or four years old by August 1 in order to be admitted to the appropriate preschool class. All children must be toilet trained in order to be admitted to any preschool class.

FACILITY RENTAL GUIDELINES AND POLICIES **Adopted by Parish Council on April 23, 2002**

Guiding Principles: The St. Joseph Cathedral facilities have been provided by the members of St. Joseph Cathedral Parish. These facilities were designed for and primarily intended to serve as a gathering place for parishioners and parish organizations in furtherance of parish religious, school and community life. However, we recognize the unique role our parish serves for our diocese as the cathedral parish. In recognition of this unique role, when possible, our parish also makes our facilities available for use to other Catholic groups in our community whose mission serves the larger Catholic community of which we are a part. The church exists at the heart of our facilities and therefore all uses shall be compatible with and respectful of the spiritual, religious nature of our facilities.

Church property and facilities are considered tax exempt. Under no circumstances should the buildings be rented to political candidates (even if more than one party is given the opportunity to speak), to parishioners or anyone else who would use the facility to conduct any type of political fund raising or further a political agenda.

According to our diocesan attorney, parish facilities are to be rented only for parish functions. To rent or allow the use of the facilities for any other purpose could lead to the loss of tax-exempt status.

Reserve and Rental Guidelines: All individuals or groups requesting use of our facilities shall first ascertain that the proposed use is consistent with the guiding principles described above.

PARISH ORGANIZATIONS

Parish Council:

Monsignor Robert A. Kurwicky, Pastor
Reverend Joseph L. Shetler, Associate
Joe Boland
Rita Brondel
Connie Bryan
Roger Dudenhoeffer
Lois Fairchild, Chair
Richard Hafner
Dick Hyleck
Larry Lewis
Barbara Poetker
Roman Sanning
Mike Shimmens
Edith Vogel
Kevin Vollet

Finance Committee:

Monsignor Robert A. Kurwicky, Pastor
John Young
Duane Buersmeyer
Clarence Denkler
Brian Johnson, Chair
Fred Kummer
Joe Loethen

School Advisory Board:

Monsignor Robert A. Kurwicky, Pastor
Spencer L. Allen, Principal
Susan Ponder, Assistant Principal
Cindy Donovan, President
Kathy Frese
Denis Gladbach
Brenda Haugen
Craig Husting
Tom Imhoff
Joan Rundle
Denise Schebaum
Mary Simmons

Home & School Association Officers:

Monsignor Robert A. Kurwicky, Pastor
Reverend Joseph L. Shetler, Associate
Mary Chen

Claudia Kehoe, Chair
Dianne Luebbert
Julie Mercurio
Joan Rundle
Mary Ellen Shimmens
Leslie Verslues

Cathedral Foundation Board:

Monsignor Robert A. Kurwicky, Pastor
Mozelle Bielski
Bernie Fechtel
Alan Mudd
Don Schnieders
John Sheehan, Chair
Steve Veile
Cliff Olsen (ex-officio)
Matt Tolksdorf (ex-officio)

Vocations Committee:

Reverend Joseph L. Shetler, Associate
Rev. Mr. Jim Kliethermes
Larry Lewis, Chair
Sr. Evelyn Peterman, F.S.M.
Kathy Stuckenschneider
Mary Ann Young

Worship & Spiritual Development

Commission:

Monsignor Robert A. Kurwicky,
Pastor and Chair
Reverend Joseph L. Shetler,
Associate Pastor
Rev. Mr. Joseph M. Braddock
Rev. Mr. Dan K. Joyce
Rev. Mr. James L. Kliethermes
Joe Brauner
Wendy Gladbach
Linda McAnany
Rich McCarty
John Richardson
Roman Sanning
Scott Sellner
Helen Stokes

Youth Commission:

Monsignor Robert A. Kurwicki, Pastor
Reverend Joseph L. Shetler, Associate
Kathy Archer
Larry Archer
Julie Gramlich, Director of Youth Ministry
Barbara Prasad
Cindy Remmert
Megan Remmert
Dawn Whelan
Cindy Zimmerman

Social Concerns Commission:

Monsignor Robert A. Kurwicki, Pastor
June Bruner
Susan Husting
Dick Hyleck
Linda McAnany
Jennifer Miller
Tim Morris
Alan Mudd
Lori Stokes
Nancy Stork
Bill Toenis

Knights of Columbus Bishop Michael

F. McAuliffe Council 12992:

Reverend Joseph L. Shetler, Chaplain
Lew Hancock, Grand Knight
Brian Johnson, Deputy Grand Knight
Frank Kempker, Chancellor
Michael Hoffmann, Recorder
Mark Reuther, Financial Secretary
Doug Porting, Treasurer
Joseph Twehous, Lecturer
Ken Gartner, Advocate
Richard Hyleck, Warden
Kirk Daledovich, Inside Guard
Dave Gramlich, Trustee 3 Year
Al Rush, Trustee 2 Year
Al Meyer, Trustee 1 Year

Cathedral Parish Association Officers:

Monsignor Robert A. Kurwicki
Daniel Schuette, President
Kathy Borgmeyer, Vice President
Jennifer Case, Secretary
Doug Porting, Treasurer

Cathedral Steering Committee:

Monsignor Robert A. Kurwicki, Pastor
Ann Bax
Bernie Fechtel
David Gramlich
Tim Harlow
Dennis Heckman
Julie Mercurio
Alan Mudd
Joe Pierle
John Reed
Don Schnieders
Mike Shimmens
Steve Veile
Leslie Verslues
Sam Verslues
John Young

Stewardship Committee:

Monsignor Robert A. Kurwicki, Pastor
George and Ginny Bockwinkel
Sandy Dorge
Brian Johnson
Lew Hancock
Dave and Joyce Lankford
Alan Mudd
Joe Pierle
Doug Porting
Ken Thoenen
Steve Veile
John Young

DESCRIPTION OF COMMISSIONS/ORGANIZATIONS/ACTIVITIES

The Worship and Spiritual Development Commission fosters the spiritual life of the parish community by planning, implementing and evaluating worship and spiritual development experiences. Led by Monsignor Kurwicki, the Worship and Spiritual Development Commission, meets at 7:00 p.m. in the parish office on the first Tuesday of the month.

Extraordinary Ministers of Holy Communion - Assist the priests and deacons in the distribution of the Eucharist at Masses and to shut-ins. All new Extraordinary Ministers of Holy Communion will have a training session prior to being assigned. Contact: Deacon Joe Braddock at 893-4480.

Lectors - Proclaim the Word of God at liturgies. All new lectors will have a training session prior to being assigned. Contact: Deacon Dan Joyce at 634-7959.

Ministers of Hospitality (Greeters) - Welcome people to church before Mass making them feel at home in God's community of Saint Joseph Cathedral. Contact: Bill and Margaret Kremer at 893-2691.

Ministers of Assembly (Ushers) - Provide assistance to the congregation at Mass, including passing the collection baskets, assisting and securing gift bearers, if there are none present, and distributing bulletins following Mass. Contact: Rich McCarty at 893-4516.

Offertory Gift Bearers - Present gifts at the altar during Mass. Check in with the ushers prior to Mass. (No contact person)

Mass Servers - Serve and assist the priest during Mass. Contact: Deacon Dan Joyce at 634-7959.

Episcopal Servers - Mass servers trained for Masses and other liturgies with the Bishop. Contact: Father Shetler at 635-7991.

Choir/Song Leader/Cantor - Assist the congregation in singing at liturgies. The choir meets every Wednesday at 7:00 p.m., in the Bishop Marling Room. Contact: Scott Sellner at 635-6980.

Organist/Pianist (Guitarist or Instrumentalist) - Play at liturgies. Contact: Scott Sellner at 635-6980.

Commission Members - Plan and develop liturgies in consultation with the priests for weekend celebrations and other occasions; meets first Tuesday of the month. Contact: Monsignor Kurwicki at 635-7991.

Church Decorators - Assist with decorating the Cathedral church for special occasions and cleaning/maintaining the sacred vessels. For more information, contact Father Shetler @ 635-7991.

Perpetual Adoration Chapel Adorers (1986)- Spend at least one hour of prayer weekly or biweekly in the Blessed Sacrament Chapel. Contact: Rose Mengwasser at 636-8549.

Legion of Mary Members - Provide communion to the residents of nursing home facilities. Regular prayer meetings are held on Mondays at 1:30 p.m., in the Bishop Marling Room. Contact: Chelsea Zimmerman at 644-7534.

Franciscan Secular Order Members – Contact Sr. Evelyn Peterman at 644-8055

Prayer Line Volunteers - Through personal daily prayer, assist by praying as requested for parish and parishioner needs and may be asked to notify one to three other individuals with the request. Contact: Parish office at 635-7991.

Centering Prayer - Members meet each Monday at 12:10 p.m., in the Cathedral Chapel for prayer and reflection. Everyone is welcome. Contact: Barbara Poetker at 893-2064.

Vocation Committee Members (2002) - *“The harvest is abundant but the laborers are few; so ask the master of the harvest to send out laborers for his harvest.”* (Luke 10:2). The mission of the Cathedral Vocation Committee is to create a supportive environment for all parish members to discern their vocation in the Church. The Committee promotes vocations by prayer, personal contact and projects involving the parish, school and families in an effort to be blessed with dedicated priests, deacons, consecrated religious, faith-filled parents and generous single people. Contact: Larry Lewis at 634-5800.

Administration Commission

The Administration Commission shares responsibility for the administration of the parish and for long-range planning.

Commission Members - Review physical plant and long-range planning parish projects. Contact _____.

Parish Council Members (1970) - Share and work with Pastor in parish decision making process. Contact Lois Fairchild at 636-2558.

Sunday Collection Counters - Count money after the Sunday Masses. Contact: Duane Buersmeyer at 636-3097.

Stewardship Committee Members (2004) - Develop and foster a Christian community atmosphere whereby the spiritual and social needs of parishioners can be realized through a total stewardship program of time, talent and treasure, resulting in a sense of belonging, involvement and commitment for each parishioner. Help promote the annual parish and diocesan fund appeal. Contact: Monsignor Kurwicki at 635-7991.

Stewardship Zone Captains - Assist with assembly of parish information for fund appeal; deliver packets of information to parishioners as necessary; make follow-up calls to parishioners as necessary. Contact: Lew Hancock at 893-6870.

Assemble Bulletins - Volunteers meet on Friday afternoons to insert material in bulletins. Contact: Parish Office at 635-7991.

Seasonal Cleaning of Church - Volunteers vacuum pew cushions, sweep the floor, dust the wood in the Cathedral and chapel twice a year, more if the need arises. Contact: Jim Biggerstaff at 635-8111.

Gardening/Landscaping - Volunteers plant and maintain flower garden areas on Cathedral premises. Contact: Al Rush at 635-7991

Carpentry Work - Volunteers knowledgeable in carpentry build or construct various items as needed in the parish. Contact: Al Rush at 635-7991.

General Labor and Painting - Volunteers assist with various labor and/or painting projects as needed in the parish. Contact: Al Rush at 635-7991.

Christian Education Commission

The Christian Education Commission assists individuals and families in attaining the level of Christian maturity and commitment needed to lead full Christian lives.

Christian Education Commission Members - Focus on Christian Education of all parishioners.

Parish School of Religion (formerly CCD) Program - Program for students not attending Catholic school; teacher prepares program for the class; substitute fills in for teacher as needed. Contact: Cara Sue Cockerham at 761-0579.

Rite of Christian Initiation for Adults (RCIA) - Is the process of inviting, welcoming and initiating new members into the Roman Catholic faith. Individuals are needed to help in the following ways: Teacher/Catechist provides information during the process;

sponsor represents the Catholic community in guiding the candidate; and hospitality members assist with receptions (including refreshments) during the process. Contact: Rose Mengwasser at 634-7993.

Confirmation - Confirmation is the sacrament which strengthens Christians and binds them more perfectly to the Church with the special gifts of the Holy Spirit, enabling them to profess their faith and to live in the world as a witness of Christ. This sacrament is conferred on those individuals who are at least 16 years of age and a junior in high school. Facilitators are needed (from August to May) to be part of a team that focuses on conducting the sessions and giving the main presentations for Confirmation preparation: Facilitate the learning activities; monitor small group discussions and present the major teachings of the session. Contact: Dave Lankford at 636-9454.

Early Childhood Development Program (Julie Gramlich 635-7991/co-director needed) - Provides religious education for four and five year olds during the 9:00 Sunday liturgy throughout the school year. Teacher prepares the program for their age group from materials given to them by the director. Teacher assistant helps the teacher with a small group of children.

Cathedral School

Advisory School Board Members - Meet monthly with Pastor and Principal to review and implement policies relating to the school. Contact: Spencer Allen at 635-5024.

Home & School Association Officers - Meet monthly with the Pastor and Principal to implement and oversee fundraising activities with school parents to meet needs for the school staff and students in the classrooms. Contact: Claudia Kehoe at 634-4151.

Volunteers - Assist teachers, office and cafeteria personnel in the school as substitute teacher, library aide, computer lab aide, school cafeteria volunteer, playground supervisor, athletic coach or general volunteer. Contact: Lori Pierle.

Youth Commission

The Youth Commission will ensure that total youth ministry is vitally rooted in the parish and seen by the parish as an integral part of its life and mission.

Youth Commission Members - Attend monthly youth ministry commission meetings and are actively involved in the functions of the youth ministry commission, such as advocacy, long range planning, budget formation and support. Members must have genuine care for young people and the lives of teenagers today and the ability to communicate with young people and adults. Participation would impact the quality of parish youth programs. Contact: Julie Gramlich 635-7991.

Volunteers - Adults chaperone, provide snacks, assist with fundraising and service projects and publicity and coordinate volunteers. Contact: Julie Gramlich 635-7991.

Guest Speakers - Present topics and discussion at youth group meeting. Contact: Julie Gramlich 635-7991.

Vacation Bible School (2003) - Provides religious program for one week in summer for children ages 4 through 5th grade. Director/assistant director prepare the program and volunteers assist with small groups, provide snacks, supervision and other tasks as needed. Contact: Julie Gramlich 635-7991.

Life Teen - (2004) is a comprehensive Youth Ministry program with a strong focus on the Eucharist. The goal of LIFE TEEN is to create an environment to lead teens into a deeper relationship with Jesus Christ and the Catholic Church. It speaks to teens on all levels: emotional, intellectual, social and spiritual. Life Teen begins with a Mass directed specifically towards teens, which is followed immediately by the LIFE Night where issues are raised and explored. The primary objective is to encourage teens to grow closer to Christ and to challenge them to live their faith as they carry out their daily lives. The Cathedral parish has made Jefferson City Area LIFE TEEN an integral part of high school youth ministry. United with St. Peter's, Immaculate Conception and St. Stanislaus, this combined effort is committed to the physical, emotional and spiritual prosperity of the teens served.

The Edge - (2005) This program is a Catholic middle school youth ministry experience created for early adolescents in grades six, seven and eight. EDGE is designed to meet the educational, spiritual, emotional and social needs of young adolescents. Kids should be encouraged to bring their friend to the EDGE. At this age, middle school youth are open to good and bad behaviors as well as positive and negative ideas. Many of the values and beliefs they held as children are now questioned and challenged. As young adolescents, they are trying to figure out who they are and what they believe. The EDGE is united with St. Peter's, Immaculate Conception and St. Stanislaus and meets the second Tuesday of each month from 2:00-5:00 p.m., in the undercroft. Contact: Julie Gramlich - 635-7991.

Social Concerns Commission

The Social Concerns Commission is involved with the physical, psychological, social and economic needs of the parish community.

Commission Members - The Social Concerns Commission meets monthly. The responsibility of commission members is to provide support and assist in facilitating activities of the various organizations that are under the auspices of the commission.

Gospel of Life Committee Members (2005) - This committee will encourage grade school and high school students to assist in establishing the “new culture of life” described by Pope John Paul the Great in his encyclical, *Evangelium Vitae*. The committee members will provide educational resources on issues that threaten human life and will focus on helping students respect, protect, love and serve every human life. Contact: Tim Morris at 761-4183.

Pro-Life Committee Members - Coordinate educational, pastoral, and public advocacy efforts to restore respect for human life. There are no regularly scheduled meetings but semi-annual activities are planned. Contact: Cindy Zimmerman at 644-7534.

Divorce Committee Members (2005) - Provide concern, kindness and information to members of our faith who are divorced or separated. Contact: Nancy Stork at 634-0163 or Kevin Vollet at 636-4544.

St. Bridgid’s Quilters - Quilt for the benefit of the parish. This group meets every Thursday 9:00 a.m.- 2:00 p.m., in the Bishop Marling Room. Quilts are made for the Christmas bazaar and by request. Funds are used for much needed church projects. Contact: Rosana Weidinger at 893-4364.

Scout Leaders - Leaders are needed for all aspects of the Boy Scout and Girl Scout programs. To volunteer for the Girl Scouts (including Brownies), contact Heidi Godsey at 893-2811. To volunteer for the Boy Scouts, contact Dave Talken at 893-5048. To volunteer for the Cub Scouts, contact Darin Hackmann at 635-1099.

Coffee Bar Hosts - Serve coffee, rolls and hospitality following 7:00 and 9:00 a.m. Masses on most Sundays of the month. Contact: Judy Kenworthy at 634-4102.

Help Prepare and/or Serve Food for Funeral Luncheons - Volunteer opportunities include providing a covered dish or helping to set-up and serve and/or clean up following funeral luncheons. Contact: Pat Dowd at 635-4507.

Help Prepare and/or Serve Food for Special Dinners - Volunteers help with set-up, serving and/or clean up for clergy dinners, special receptions, ordinations, etc. Contact: Julie Weber at 636-6640.

Young Adult Group - The goal of this group is to meet the needs of parish young adults (ages 19-39) by providing opportunities for spiritual development, social interaction, and service to others. Previously, events have included participating in Bible studies and regular gatherings to discuss spiritual growth. Social events have included attending baseball games, a game night and having dinner together. Currently, this group is seeking opportunities for serving the community through time and energy. For more information, contact _____.

Welcome Committee - Welcome all new members to our parish. Contact:

Nursing Home Visitation - Assists patients to and from the chapel for Mass or prayer service at following locations on Friday mornings: Beverly Health and Rehabilitation Center, Oak Tree Villa and Westbrook Terrace. Extraordinary Ministers of Holy Communion are needed as alternates for Cindy Zimmerman and Ed Borst. Contact: Cindy Zimmerman at 644-7534 or Ed Borst at 635-3324.

Meals on Wheels - Helps deliver meals to homebound on a 5th Monday of a month. Contact: Parish Office, 635-7991.

Cathedral Parish Association (2006) - Open to all women of the parish, this group provides spiritual and social activities in addition to assisting in community projects of other committees. There are five regularly scheduled meetings at which speakers are always welcome. Meeting notices are printed in the Sunday bulletin. A major responsibility of this group is to coordinate the annual St. Joseph Christmas bazaar held in November. The committee Chairman is _____, and the Vice-Chairman is _____. Volunteer opportunities for the Christmas bazaar include: Bazaar chairs, booth chairs (booths include raffle, silent auction, crafts, sewing, children's, plant, trinkets and treasures and country store). Volunteers are also needed to donate an item(s) for any of the above booths and help the day of the bazaar.

Knights of Columbus Council 12992 (2001) - This Fraternal organization provides spiritual and social activities and assists in community projects. Open to all Catholic men, this group meets on the second Wednesday of each month at 6:30 or 7:00 p.m. Contact: Lew Hancock at 893-6870.

Christmas Basket/Angel Tree Program - In cooperation with the Samaritan Center, the parish provides food baskets and gifts to needy families at Christmas. Contact: June Bruner at 635-1005.

Other Committees/Organizations

Finance Committee - Parishioners who work with the Pastor to advise on all major financial matters of the parish. Membership by appointment of the pastor. Contact: Brian Johnson at 636-5319.

Sacristans - Prepare the sanctuary for daily and weekend liturgies. Must arrive at least one-half hour before liturgy begins.

Bereavement Committee (2005) - Provide concern, kindness and support to members of our faith who have experienced the death of a loved one. For more information, contact Barbara Poetker at 893-2064.

Steering Committee (2005) - Members of this committee study future planning for expansion, construction or renovation of parish buildings. Contact: Monsignor Kurwicky at 635-7991.

High School Youth Group - Meets on Wednesday nights from 7:00-8:00 p.m., in the youth room located in the Villa Saint Joseph to continue learning and studying together through bible studies and discussion groups.

Resurrection Cemetery - Cemetery for burial of beloved and deceased for Saint Joseph Cathedral, St. Peter and Immaculate Conception parishes in Jefferson City. Contact: Alan Lepper at 893-2751.

Samaritan Center - A collaborative effort of local churches in the community to provide assistance to people in need in the community. Staff office hours are 8:00 a.m. - 4:00 p.m., Monday through Friday. Volunteers with many different skills are needed. Contact: Marilyn DeFeo at 634-7776.

Habitat for Humanity - An ecumenical housing ministry working together to build homes in partnership with low-income families. Habitat homes are sold to partner families at no profit and are financed by zero interest loans. Contact: Rayma Grohs at 636-4655 or Ken Thoenen at 893-6188.

Hospice of Jefferson City and Mid-Missouri - Offers care and concern to anyone facing a life-threatening illness, their families and friends at no cost to the patient. Volunteers are needed for respite, transportation, housekeeping, clerical help, maintenance and thrift shop. Contact: Mary Jensen at 636-2088.

Refugee Resettlement - These services are provided through the diocese to assist refugees moving to the area in resettlement. Contact Ms. Angela Morris at 635-9127 (Diocese). The local parish representative is

This summary is offered to provide an overview of the fund development methodologies of the Cathedral of St. Joseph within the context of the Diocese of Jefferson City and the Parish Cathedral School.

BACKGROUND:

The Diocese of Jefferson City is funded at the Parish level through the voluntary contributions of members of the Parish through tithing. Our Diocese is but one of two in the country which funds operations in this way and therefore an understanding of this fund development method is necessary for a complete understanding of school funding. Tithing has its origins in the Bible and is the foundation to our core belief that it is our call as Christians to give at least 5% of our income to the church. Tithing has historic roots in our Catholic faith and in the region that comprises our Diocese. The continued

successful commitment of our Diocese and Parishes to tithing is a significant factor in the continued ability of our Parishes to provide affordable Catholic education. Tithing is predicated upon the assumption that funding will be adequate if we all give according to our ability.

STEWARDSHIP:

Tithing in our Diocese is expressed through Stewardship. Parishioner commitments to support through tithing are given annually by means of a Diocesan-wide campaign which is the “Annual Stewardship Appeal. The timetable for the annual Stewardship Appeal is determined by the Diocese and generally occurs in late October/November of each year. Stewardship campaign materials are prepared at the Diocesan level and distributed at the Parishes to its parishioners throughout the campaign timetable. Responsibility for distribution and collection of Stewardship commitments from individual parishioners is assigned to the Stewardship Committee, a committee of the Parish Council comprised of volunteer members of the Parish. Parishes have the local option of supplementing Diocesan Campaign materials with supplementary materials approved by the Pastor which address specific needs or matters of interest to the local Parish. Proactive leadership provided by the Principal and Pastor by working in concert with the appropriate school and parish committees to develop supplementary materials for this annual appeal in an important part of the continuous education of school and parish families about the impact of the annual stewardship appeal on school and parish funding. This essentially describes the primary fund development method for funding the Parish and school operating budgets.

PARISH REVENUES AND BUDGETING:

The primary source of revenue to fund the parish and school operating budgets comes through funds given by parishioners through their weekly church envelopes or periodic donations to the parish and these funds generally are an accurate reflection of commitments made by parishioners through the annual stewardship appeal. Incidental additional revenues are provided the school through some fees charged school families and fund generated through miscellaneous fund raising efforts within the school. The school operating budget comprises the single greatest expense of the Parish operating budget. Positive parish support for school funding is directly related to fostering an active working relationship with the Parish Finance Committee, Parish Council and Parish Stewardship Committee, through continuous education of the Parish at large about the School, and through a demonstrated commitment is secured by school leadership provided by the Principal with support of the Pastor, school board, school finance committee, and school stewardship program.

SCHOOL STEWARDSHIP:

Over the years the Parish and School have developed educational materials about stewardship for school families and have adapted these materials to align with the

processes and calendar of the school. This was done in response to the discovery that the timetable for the annual parish-wide stewardship appeal did not align in the best way to adequately capture and inform school families about stewardship participation, nor did it adequately orient and educate new parish school families unfamiliar with the concept of tithing about our methods of funding. Since these materials have been implemented school family participation in the stewardship appeal has greatly increased and participation is at an all time high. Responsibility for oversight and adaptation of these materials and processes is the responsibility of the principal with support from the school board, the Pastor, and in concert with the Parish Finance Committee.

The mission of our Parish, among others, is to serve members of our Parish. Chief among Parish requirements of the school is the requirement that families must be members of the parish in order to enroll children in the school and that school families must demonstrate a commitment to *active parish membership*, including stewardship, as defined by the parish. School families must commit in writing to these principles. Further, the principal, as the primary person responsible for oversight of registration of new school families is also responsible for providing oversight of the materials and communications developed to properly educate new families about our particular methods of school and parish funding. Finally, the principal with support from the appropriate school and parish committees is responsible for providing continuous ongoing education to all school families about participation in stewardship, monitoring the results of these efforts by review of the appropriate financial reports in concert with the school and parish finance committees and adapting these programs within the school community in alignment with the parish goals of active stewardship participation by all members of the parish.

St. Joseph Parish was established in 1959 and elevated to the title of Cathedral of the Diocese of Jefferson City in 1968. The parish has continuously operated a Catholic elementary school since its inception since 1960.

PARISH OPERATIONS:

The parish operates in accordance with canon law under the leadership and decision-making authority of the Bishop of the Diocese and the Pastor of the Parish. Parish decisions are independently determined by the Pastor with advice provided by a number of active lay advisory boards and committees within the parish. Among these advisory boards and committees there are several which directly affect school operations and/or school funding, and these are briefly summarized below:

- **PARISH COUNCIL.** An advisory body whose members are elected to serve terms from the parish at large. The council is generally to provide advice on the parish at large, planning and spiritual development. The council meets monthly and the principal is required to attend and provide a school operating report.

- **PARISH STEWARDSHIP COMMITTEE.** A committee of the parish council. Members are appointed from the parish at large with chairmanship or liaison from a member of the parish council. This committee is responsible for implementing and adapting the annual diocesan stewardship appeal within the parish. The annual stewardship appeal is the primary fund development effort of the parish and diocese and the means by which annual commitments to tithing by parishioners are made. The timetable for the annual stewardship appeal is established by the diocese and generally occurs in late October/early November of the each calendar year. Stewardship appeal materials are prepared by the diocese with additional materials included as supplements by the parish. The principal is responsible for supporting the efforts of this committee by understanding parish fund development processes and procedures, adapting them for maximum effectiveness within the school setting and providing education and leadership to school families by encouraging active stewardship participation among both new and returning school families.
- **PARISH BUILDING AND GROUNDS COMMITTEE.** A committee of the parish council. Members are generally appointed by the Pastor. This committee is responsible for oversight and advice with respect to parish buildings and grounds. While the principal is responsible for oversight and maintenance of school facilities and grounds, an active working relationship with members of this committee is important to successful coordination of vendors and personnel, to address non-routine needs, and for planning purposes.
- **PARISH FINANCE COMMITTEE.** Members are appointed by the Pastor of the parish. This committee monitors parish revenues and spending through monthly financial reports and analysis, and prepares the annual parish budget which includes the school operating budget. The school budget occupies a significant portion of the parish operating budget. The principal, with advisory support from the school finance committee, is responsible for preparation and presentation of a comprehensive school operating budget in accordance with the requirements established by the finance committee. The principal is required to attend these meetings as requested by the finance committee.
- **SCHOOL BOARD.** The School Board is an advisory body whose members are elected to serve terms from the parish at large, but members generally are elected from among families with children attending the school. Among other responsibilities, a chief responsibility of the school board is annual evaluation of the principal in accordance with procedures and guidelines provided by the diocesan school office, the results of which are provided to the Pastor and diocesan school superintendent. Members meet monthly with certain subcommittees of the

board meeting at other times throughout the month. The Principal is required to attend these meetings and work in concert with advisory members on matters affecting school policies and operations.

- School finance committee. An advisory sub-committee of the school board whose members assist the principal in development of the school operating budget, monitoring of school family participation in the parish stewardship appeal and adapting school communications about stewardship, monitoring of school actual costs against budget and assist in liaison with the parish finance committee.
- **HOME AND SCHOOL ASSOCIATION.** The board of this association meets monthly with requested attendance by the principal. Board members are elected from among the school community. In addition to monthly board meetings there are generally 3-4 meetings held each year with attendance by all school parents at organization is active within the school with a number of committees that provide support to the school in such areas as voluntary fund-raising, providing volunteers to assist in the cafeteria and as recess monitors, special events and activities for the children and so on.