



Service Handbook 2025-2026

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Prayer & Worship

Beloved,

Are you a generous person? Have you given of yourself to the point of feeling uncomfortable?

3
Discipleship &
Formation

As we offer this service handbook, I wonder what makes one person say, "I need to help with that," and another says, "I can't do that." A person's level of generosity depends on two things: your sense of gratitude and your fear of living. What those two factors take as a given is that you already have a close, personal relationship with Jesus. You hear his voice. If you do not have that intimacy with God, first use our other formation resources to get there. After you do, take some time to appreciate what you have been given and increase your sense of gratitude. Also, understand that being Christian means we view the world with the lens of Christ. We don't linger in anxiety about whether we will have enough, nor fear that someone will take it from us. We see need and respond, unfettered by any worry of what it will cost us. That is the essence of generosity as a member of the Body of Christ.

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Pastoral Care &
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So, what is God calling you to do?

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Rev. Dennis J. Saran

Rev. Dennis J. Saran
Pastor

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Please communicate your service commitment by completing the 2026 Commitment Card and returning it in the collection baskets at Mass or to the Parish Center. You can also submit online at stdominic.net/stewardship-form.

Do not conform yourselves to this age but be transformed by the renewal of your mind, that you may discern what is the will of God, what is good and pleasing and perfect. ~Romans 12: 1-2

HOW TO USE THIS HANDBOOK

A missionary disciple is someone who hears the call, consciously decides to make Christ the center of their life, and works to reorder their life around His will through prayer, the sacraments, discernment, and action. It is our hope that you take time to reflect on your commitment to foster growth as a disciple.

1. Center yourself in prayer. Ask God to reveal to you what He needs you to do to build His Kingdom.
2. God has bestowed you with particular charisms (gifts) to accomplish His work. It is unique to you

for His glory. Review this handbook to identify how you can use your gifts for the benefit of your St. Dominic parish family. Opportunities to serve are listed by ministry areas and teams.

3. See something that interests you? Contact the staff person indicated who will assist in answering your questions and getting you started. Staff contact information is on page 8 (back cover).
4. Have an idea but don't see it in this handbook? Contact Jill Fischer for guidance and direction.

Prayer & Worship

Rejoice always. Pray without ceasing. In all circumstances, give thanks, for this is the will of God for you in Christ Jesus. ~ 1 Thessalonians 5: 16-18

Contact Paul Burzynski: paul.burzynski@stdominic.net

LITURGICAL MINISTRY

Altar Server-Adult: Adults assist the priest at weekday, Holy Day, and Sunday 7:30 AM Masses. Training is provided.

Altar Server-Youth: Boys and girls in grades 4 and up are invited to serve at weekend Masses. Training is provided.

Art and Environment: Plan and prepare the liturgical environment to aid and reflect our prayer; once per month and holidays.

Extraordinary Ministers of Holy Communion: Assist the clergy at Mass by distributing the Precious Body and Blood of Christ to the congregation. Training is provided.

Hospitality Minister: Adults and teens greet and seat people at Masses, help with the Communion procession, collections, and bulletin distribution.

Lector: Adults proclaim the Word of God at Sunday and Holy Day Masses. Weekday lectors are scheduled for 8:30 AM Masses on Monday, Wednesday, and Friday. Training is provided.

MUSIC MINISTRY

Adult Choir: Enthusiastic and gifted singers are invited to participate. Rehearsals are on Thursday evenings. Choir typically serves at the 9:00 AM Sunday Mass.

Cantors: Singers who present advanced musical ability and leadership skills are called upon to be cantors. Cantors lead sung prayer at all Masses. Rehearsals are on Wednesdays at 10:30 AM and Thursdays at 5:00 PM. An audition is required.

Instrumentalists: Instrumentalists are encouraged to bring their talent to the parish community. An audition is required.

PRAYER MINISTRY

Eucharistic Adorer: Private adoration of the Blessed Sacrament is offered every Tuesday from 1:00 - 7:30 PM. Sign up to be a regular (weekly) adorer or a substitute.

Intentional Prayer Team: Pray with others after weekend Masses. Training is provided.

Contact: [Deacon Jeff Kucharski](#)

Prayer Network: Join our prayer network and receive requests for prayers via email or phone. Adults, teens, and families are welcome to join and offer prayers for these needs. **Contact:** [Mary Lestina](#)

Discipleship & Formation

Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age. ~Matthew 28:19-20

Contact Jill Fischer: jill.fischer@stdominic.net

Safeguarding All God's Family training is mandatory for all 18 years and older who serve with children and students.

CHILD MINISTRY

Contact: [Stacey Irvine](#)

Catechists: Plan and teach age appropriate lessons for small groups of children in K3 through Grade 5. Materials, training, and support are provided. All classrooms have two (2) adults present in the room.

Catechist Substitute: Fill in for a catechist due to an occasional absence. In most cases, these absences are known in advance. It is the responsibility of the catechist to provide the substitute with adequate lesson plans.

Children's Liturgy of the Word (CLOW) Leaders: Prepare sessions as well as facilitate small group discussions for children during the Sunday 9:00 AM Masses. Adults and high school students are encouraged to join our team.

Vacation Bible School (VBS): Help create the themed environment prior to VBS or be a station leader, small group assistant, or photographer during this program the last full week of July.

STUDENT MINISTRY

Middle School Contact: [Karissa Tousignant](#)

High School Contact: [Sami Taylor](#)

Core Team: Journey with middle school or high school students to lead them closer to Christ through Edge or Life Teen. Build relationships with teens and assist in planning, participating, and facilitating through small group discussions, short talks, and activities. Training and support are provided through core team gatherings and ongoing adult formation. We'd love to tell you more and help you in discerning joining our team!

Confirmation Core Team: Lead a small group of candidates during their confirmation journey. This includes a retreat experience and weekly small groups for a semester. Training, materials, and on-going support are provided.

Senior Leadership: For high school students looking to put their discipleship into practice as a peer leader. Lead in EDGE, Emmaus, retreat teams, and other student ministry offerings.

ADULT MINISTRY

Small Group Facilitator: After a period of formation and training, small group facilitators lead groups of 6-10 people in Holy Spirit-driven conversations with the goal of helping each member grow closer to Christ.

Contact: [Jill Fischer](#)

Welcome Team: As we encourage disciples to extend a hand to the stranger, we invite parishioners to join the Welcome Team. This is a group of warm and welcoming individuals that extend a greeting to our new members and invite them into the life of the parish. We strive to have no strangers among us!

Contact: [Jill Fischer](#)

Order of Christian Initiation of Adults (OCIA) Team (Journey to Become Catholic): Parish members act as catechists and sponsors, walking with candidates and catechumens through the various stages of the OCIA journey. Contact: [Mary Lestina](#)

Adult Confirmation: Help facilitate formation sessions for baptized Catholics who have received 1st Communion but have not been confirmed.

Contact: [Mary Lestina](#)

Vocations Team: Help create a culture for vocations and provide awareness and enrichment opportunities related to ordained ministry, lay ministry, religious life, married, and single life. Contact: [Mary Lestina](#)

Young Adult Team: Help launch ministry opportunities to form disciples amongst those aged 19-35, single and married. Contact: [Fr. David Sweeney](#)

Pastoral Care

Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience." ~Colossians 3:12

Contact Mary Lestina: mary.lestina@stdominic.net

Bereavement Ministry: Serve parish families who have suffered a loss. Trained adult ministers provide comfort and support to grieving families. There are sessions offered during the year for bereavement in addition to providing support for individuals.

Called to Serve: Volunteers provide help to members in need of assistance such as raking, weeding, painting, and other tasks around the home.

Funeral Minister: Assist with funeral liturgies as acolytes and helpers to acclimate people with their role as readers, gift bearers, etc. Training is provided.

Funeral Receptions: Serve food and refreshments for families during their social gathering.

Helping Hands Ministry: Provide meals to parish families or individuals who are in need due to illness, a new baby, family death, etc. Members are typically asked to provide meals 2-3 times per year.

Hospital & Medical Care Facility Visits: Visit hospitalized and parishioners in nursing homes as appropriate. Trained ministers provide Communion when possible. Schedule visits according to your own

availability. Any level of commitment is welcome.

Training is provided. *(Due to HIPAA laws, we need to be informed when parishioners are in need of these visits).*

Marriage Prep: Trained sponsor couples provide support for engaged couples and meet with engaged couples to help them understand married life and the challenges that they will face. In addition, sponsor couples help on the wedding day and support the priest or deacon where needed. Additional volunteers can serve as Acolytes.

Pastoral Visits Ministry: Targeted specifically at parishioners who are homebound due to illness or age and unable to attend services at church. Members can visit socially, pray with them, and bring Communion. Training is provided. Confidentiality is required.

Prayer Shawl Ministry: Make prayer shawls with others who love to knit for individuals who are ill, facing surgery, or in need of comfort. Members pray for the recipients and the shawls are blessed at Mass before distribution.

Outreach

Truly, I tell you, whatever you did for one of the least of these brothers, you did it for me. ~Matthew 25:40

Contact Mary Lestina: mary.lestina@stdominic.net

Giving Tree: Help with preparations and organizing gifts for this annual effort in which parishioners provide Christmas gifts for those in need served through outreach organizations and for elderly religious sisters.

Lenten Outreach: During Lent, parish members of all ages engage in service by cleaning, organizing, painting, and repairing for local parishes or organizations in need.

St. Dismas Jail Ministry: Bring Christ to the inmates of Waukesha County Jail by providing Communion services, bible study, and individual visits with inmates. Open to adults. Opportunities are varied, but rewarding. Training is required for in-jail services.

St. Vincent de Paul Ministry: Help the poor in Brookfield and Waukesha County through home visits, financial help, food, clothing, etc. Confidentiality is essential and training is required. Meets twice a month to review impact and develop strategies. New members are always welcome.

Affiliated Ministry—Knights of Columbus: Through the Building the Domestic Church initiative, Knights and their families have greater opportunities to participate in a variety of activities and service that deepen their faith, promote the New Evangelization, and strengthen our parishes.

Administration

So then, while we have the opportunity, let us do good to all, but especially to those who belong to the family of faith. ~Galatians 6:10

Contact Michael Ricci: michael.ricci@stdominic.net

Opportunities to sign up to help work the Festival or the night of the Gala will be offered by the planning committee before these events.

Buildings and Grounds Committee: Work in partnership with parish staff to oversee the repair, upkeep, and improvement of parish property and grounds.

Cemetery Committee: Work in partnership with parish staff to oversee the ongoing care of our parish cemetery at the intersection of Lisbon and Marcy Roads and our columbarium on campus.

Dominic Days Committee: Work in partnership with Festival chairs, committees, and parish staff to plan, coordinate, and oversee the annual parish festival.

Finance Council: Work in partnership with parish staff to oversee the parish budget, long-term financial strategies, and record keeping.



Gala Committee: Work in partnership with the Gala chairs, committees, and parish staff to coordinate and oversee the biennial dinner auction.

Human Resources Committee: A well-functioning human resources committee is a valuable asset to the parish, pastor, pastoral council, and staff, by helping to educate and advise in the broad area of human resource management.

Creative Support

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. Do not be slothful in zeal, be fervent in spirit, serve the Lord. ~1 Peter 4:10

Contact Meg Picciolo: meg.picciolo@stdominic.net

Graphic Design: Assist with a wide variety of one-time design projects working within brand guidelines. Materials may include brochures, flyers, posters, banners, rack cards, signage, newsletters, displays, advertising, and more.

Marketing Team: Assist in developing ongoing marketing plans and strategies for effective parish communications and promotions. Participate in special projects and promotional events.

Photography: Capture key parish and school events and provide creative photography for promotional and

marketing materials working in collaboration with the Director of Marketing Communications.

Writers: Help share the inspiring stories of our parish, our members, and our ministries through interviews, capturing testimonials, and writing the stories.

Videography: Help create digital media to capture and share the stories of our parish, our members, ministries, and school through video interviews/testimonials, events, and creative promotions.

Servant Helpers

For God is not unjust so as to overlook your work and the love you have demonstrated for his name by having served and continuing to serve the holy ones. ~Hebrews 6:10

Contact Michael Ricci: michael.ricci@stdominic.net

Event Hospitality Team: Provides assistance for parish-wide event hospitality and receptions. Serve in a variety of roles such as setup, food prep, welcoming, check-in, serving, and cleanup. Team members are notified of upcoming events and sign up to help in the role that best fits their gifts and schedule. **Contact:** Molly Schmidt

Handymen/Women: Offer your skills in project management, light electrical, carpentry, plumbing, etc. You will be added to a list based on skills for sporadic projects as needed.

Holy Dusters: Maintain our worship space by vacuuming and cleaning windows, woodwork, sacristies, etc. on Mondays at 9:30 AM on a rotating basis. A member is needed for scheduling the holy dusters.

Parish Center Receptionist: Receptionists are needed for four-hour shifts: 9:00 AM - 1:00 PM Tuesdays and Thursdays, 1:00 PM - 5:00 PM Monday through Thursday, and Friday 12:00 PM - 3:00 PM to answer and transfer calls, greet and assist visitors, and complete office tasks. Working knowledge of MS Office is helpful.

Livestream Tech Team: Assist in livestreaming Masses and other events on campus. Skills or willingness to be trained in camera operations, video editing, and production. Adults and teens welcome.

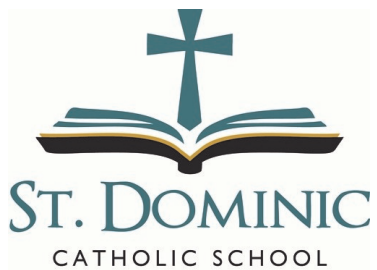


Parish School

So if there is any encouragement in Christ, any comfort from love, any participation in the Spirit, any affection and sympathy, complete my joy by being of the same mind, having the same love, being in full accord and of one mind.
~Philippians 2:1-2

Contact Ms. Colleen Rooney: colleen.rooney@stdominic.net

Safeguarding All God's Family training is mandatory for all 18 years and older who serve with children and students.



Alumni Association/Development: Help find classmates, develop communication strategies, and plan events to build alumni relations.

Athletic Board: Help organize and run the parish athletic programs.

Athletic Coaches, Managers and Coordinators: Coaches, managers, and coordinators are needed for boys and girls volleyball (fall), basketball (winter), track (spring), and cross country for grades 4 through 8 and tennis for grades 5-8. You don't need to be a school parent to participate, just someone who is enthusiastic about developing a love of the game and good sportsmanship with students.

Catholic Identity Team: This group works as a sub-committee of School Advisory to ensure the Gospel of Jesus is given living expression in our school in a way that offers all students lifelong meaning and purpose.

Chess Team Coach: Organize and supervise students as they learn the finer points of this game of strategy.

Classroom Helpers: Assist teaching staff with a wide assortments of classroom tasks or working with small groups of students in math and reading.

Family Fun Night: Help organize this family night of games, music, snacks, and camaraderie. The event is usually held in February or March.

Fine Arts Association: Assist with programming for grades K4-8 in the fine arts; music, visual arts, drama, and dance and provide help for performances.

Forensics: Help organize, coach, and judge as part of the Forensics program. Forensics is an individual and team competition for students in grades 4-8 in various categories of speech.

High Interest Day: Assist in planning for this all-school spring event. Involvement begins in September with monthly meetings. Help by contacting presenters, scheduling classes, or by organizing the luncheon.

Library Team: Assist with fall and spring book fair preparations, sales, and clean up. Update the library database, cover and shelf books.

Office Helpers: Help in big and small ways with a wide variety of opportunities based on your availability; everything from filing and phone calling.

Playground/Cafeteria Help: Assist our staff in supervising students and offering a helping hand from 11:40 AM to 12:40 PM every school day. This is a great way to meet the kids and foster the community atmosphere at St. Dominic Catholic School.

School Marketing: Bring your St. Dominic pride and offer your assistance as a school ambassador, new family mentor, media liaison, or as a writer, editor, photographer, or graphic designer. We have opportunities for one-time projects or year round involvement.

Scout Leaders: Individuals lead troops for boys and girls.

Scrip: Members process orders, enter data in the system, and fill orders.

Spirit Sale: Assist with the sale of spirit wear and other items. Organize, process, and distribute orders to families. Most effort is required mid-August through early November.

Teacher Appreciation: Assist with luncheons about four times per year and also provide extra "treats" for staff on a rotating basis throughout the year.



To seek Christ, know Christ and become Christ, each one for the sake of all.

Prayerfully consider the ministries in which you feel called to serve. Please communicate your commitment to serve by completing the 2024 Commitment Card and returning it in the collection baskets at Mass or to the Parish Center. You can also submit your commitment online at stdominic.net/stewardship-form

Service Contact Directory

Parish: 262.781.3480 School: 262.783.7565

Burzynski, Paul: paul.burzynski@stdominic.net, Ext. 240

Fischer, Jill: jill.fischer@stdominic.net, Ext. 252

Irvine, Stacey: stacey.irvine@stdominic.net, Ext. 251

Kucharski, Dcn. Jeff: jeff.kucharski@stdominic.net

Lestina, Mary: mary.lestona@stdominic.net, Ext. 228

Picciolo, Meg: meg.picciolo@stdominic.net, Ext. 248

Ricci, Michael: michael.ricci@stdominic.net, Ext. 225

Rooney, Colleen: rooney.colleen@stdominic.net, Ext. 271

Saran, Fr. Dennis: dennis.saran@stdominic.net, Ext. 222

Schmidt, Molly: molly.schmidt@stdominic.net, Ext. 241

Sweeney, Fr. David: david.sweeney@stdominic.net, Ext. 224

Taylor, Sami: samantha.taylor@stdominic.net, Ext. 229

Tousignant, Karissa: karissa.tousignant@stdominic.net, Ext. 243

