



PARISH STEWARDSHIP GUIDE

27519 Monroe Road 533, Monroe City, MO 63456
573-231-6980 • churchst.stephen@gmail.com
ststephenic.diojeffcity.org

Table of Contents

What is Stewardship? /Pillars of Stewardship	6
Diocesan Stewardship Prayer	7
Pillar of Hospitality Ministries	8
Pillar of Prayer Ministries.....	11
Pillar of Formation Ministries	14
Pillar of Service Ministries.....	19
Safe Environment.....	21

STEWARDSHIP EXPECTATIONS

Discipleship calls us to more than membership; it calls us to active stewardship. To support all the ministries of the parish, we need every family’s active stewardship in the parish.

What does stewardship ask of all members of the parish?

- **Commitment to pray.** That is, actively and regularly attend Mass on weekends and Holy Days of Obligation.
- **Commitment to participate.** That is, offer their talents and a portion of their time to serve the parish community and be a part of its fellowship and opportunities for ongoing Christian formation.
- **Commitment to sacrificially give.** That is, generously and proportionately pledge a portion of the “first fruits” of material treasure to support the operation and ministry of the parish church. The goal for Christians is the Biblical tithe (10%) and all are called to strive toward that goal.

All parish families are expected to enshrine these 3 sacrificial commitments through the completion of annual Catholic Stewardship Renewal forms. In addition, parish families must strive to stay current on their commitment in order to be considered active stewards in the parish.

PARISH STAFF

Fr. Christopher Hoffmann, Pastor
choffmann@diojeffcity.org, (573)735-4718

Deacon Mike Long (retired)
deaconmikelong@gmail.com, (660)341-3696

Sally Lemongelli, Secretary
churchst.stephen@gmail.com, (573)231-6980

Donna Long, Director of Faith Formation
donnalong.hrss@gmail.com, (573)735-4718

Nancy Shively, Holy Rosary School Principal
nancyshively@holyrosaryschool.com, (573)735-2422

Dana Shively, Holy Rosary School Secretary
danashively@holyrosaryschool.com, (573)735-2422

Sister Suzanne Walker
swdominic9@gmail.com, (573)822-9056

MASS TIMES

Sunday 8:00 am

EUCCHARISTIC ADORATION

Sunday-Saturday 4:00 am - midnight

The Adoration Chapel at Holy Rosary Church in Monroe City is open 7 days a week, year-round. It is closed from midnight until 4:00 am each day.

STAY CONNECTED

Facebook - St. Stephen Church <https://www.facebook.com/StStephenIC>

Facebook - Swinkey Picnic <https://www.facebook.com/SwinkeyPicnic>

Flocknote - St. Stephen and Holy Rosary <https://holyrosarydiojeffcity.flocknote.com>

Facebook - Holy Rosary/St. Stephen Faith Formation <https://www.facebook.com/HRSSFaithFormation>

Facebook - Holy Rosary/St. Stephen Youth Ministry <https://www.facebook.com/HRSSYouthMinistry/>

Instagram - Holy Rosary/St. Stephen Faith Formation https://www.instagram.com/hrss_faithformation/

SCHOOL INFORMATION — HOLY ROSARY SCHOOL, MONROE CITY

Holy Rosary Catholic School provides a Christ-centered academic environment designed to prepare students to become responsible, contributing members of society through faith, knowledge, and self-discipline.

415 S Locust Street
Monroe City, MO 63456
(573)735-2422

<http://www.holyrosaryschool.com/>

<https://www.facebook.com/groups/168935499816253>

SACRAMENTS

Baptism

Parents requesting the Sacrament of Baptism for their child should be registered parish members and contact the parish office to begin scheduling. Please plan ahead. Baptism preparation may be required to help parents fully understand the sacrament. The Church encourages baptism within the first few weeks after birth. For more information, please contact Fr. C. Hoffmann at the HR parish office (573) 735-4718 or email choffmann@diojeffcity.org.

First Reconciliation and First Communion

Preparation for First Reconciliation and First Communion typically takes place during the 2nd grade either in religion class at Holy Rosary School or in our Parish School of Religion (PSR) for students not enrolled in Holy Rosary School. Their First Reconciliation is typically done as a class with their families in January. The First Communion Mass is generally the 1st Sunday in May. Preparation and reception of these sacraments outside the 2nd grade is arranged through the parish office. For more information, please contact Fr. C. Hoffmann at the HR parish office (573) 735-4718 or email choffmann@diojeffcity.org or Donna Long, donnalong.hrss@gmail.com.

Confirmation

In the Diocese of Jefferson City, the sacrament of Confirmation is normally conferred in 7th or 8th grade. Preparation is included in either Holy Rosary School or in our Parish School of Religion (PSR) for students not enrolled in Holy Rosary School. Candidates outside this age should contact the parish office. For more information, please contact Fr. C. Hoffmann at the HR parish office (573) 735-4718 or email choffmann@diojeffcity.org or Donna Long, donnalong.hrss@gmail.com.

Reconciliation

The Sacrament of Reconciliation is offered on Saturday from 4:00 pm to 5:00 pm at Holy Rosary Church and Sunday from 7:15 am to 7:45 am at St. Stephen Church. You can also make an appointment by contacting Fr. C. Hoffmann at the HR parish office (573) 735-4718 or email choffmann@diojeffcity.org.

Holy Matrimony

Premarital counseling, coaching and education are investments in a couple's future. Couples preparing for marriage should contact the pastor at least 12 months in advance of their desired wedding date. Couples in our diocese may choose a Pre-Cana session or Engaged Encounter weekend retreat along with mentoring sessions with a married couple from the parish. For more information, please contact Fr. C. Hoffmann at the HR parish office (573) 735-4718 or email choffmann@diojeffcity.org.

Anointing of the Sick

This sacrament is intended for those who suffer from a serious bodily ailment due to injury, illness, or old age, or are about to undergo a medical procedure where death, no matter how unlikely, could occur. It is **not necessary** that someone be at the point of death to be anointed. Please contact Fr. C. Hoffmann at the HR parish office (573) 735-4718 or email choffmann@diojeffcity.org.

Do you know someone who is interested in becoming Catholic or wants to learn more about the Catholic Faith?

OCIA – The Order of Christian Initiation of Adults is the process through which interested people learn about, participate in, and eventually become fully initiated members of the Catholic Church. We believe it should be a period of reflection, prayer, instruction, discernment, and formation. For more information or to begin the journey, please contact Fr. C. Hoffmann, choffmann@diojeffcity.org, Donna Long, donnalong.hrss@gmail.com or call the HR parish office (573) 735-4718.

What is Stewardship?

What identifies a steward? Safeguarding material and human resources and using them responsibly are one answer; so is generous giving of time, talent and treasure. But being a Christian steward means more. As Christian stewards, we receive God's gifts gratefully, cultivate them responsibly, share them lovingly in justice with others and return them with increase to the Lord.

We plant seeds, knowing they hold hope for the future. We lay foundations, knowing much building must follow. There is a sense of liberation, however, in realizing this. We can do something, and we can do it very well. We can take the first step in making a difference, knowing that we may never see the end of the road, the results of our actions, the recipients of our giving. We receive and offer the gift of hope. The harvest will come.

Many of our days are spent "growing dirt," preparing the soil for future plantings. That is an act of hope. We know we are only workers, not the Master Gardener. Accepting the gifts of silence, light, the guiding Spirit and hope, we are co-creators of the future, which is in God's hands.

Pillars of Stewardship

The four pillars of stewardship are **Hospitality, Prayer, Formation** and **Service**. These pillars invite parishioners to experience, witness and live the stewardship way of life in response to their baptismal call to discipleship. Each baptized person is called to give of time, talent and treasure to strengthen these four pillars that support the parish community — your parish community.





DIOCESE OF
Jefferson City

Stewardship Prayer

Dear Heavenly Father,
My parish is composed of people like me; I help make it what it is.

It will be friendly,

if I am.

Its pews will be filled,

if I help fill them.

It will do great work,

if I work.

It will make generous gifts to many causes,

if I am a generous giver.

It will bring other people into its worship and fellowship,

if I invite and bring them.

It will be a parish of loyalty and love, of fearlessness and faith,
and a parish with a noble spirit,

if I, who make it what it is, am filled with these same things.

Therefore, with Your help, O God,

I shall dedicate myself to growing our faith by being all things that
I want my parish to be. Amen.



PILLAR OF HOSPITALITY

“Let mutual love continue. Do not neglect hospitality, for through it some have unknowingly entertained angels.”

—Hebrews 13:1-2

We strive to make every parishioner and guest feel welcomed and appreciated in our parishes. We are one body — one community in Christ. The pillar of Hospitality brings parishioners together through social activities to foster fellowship and strengthen our union as a parish and with God. These activities help build relationships and encourage involvement in our parish ministries and service opportunities. In turn, Catholics grow in their faith and desire to evangelize and extend the same hospitality to those outside of our own community.

CHURCH GREETERS AND USHERS

Greeters welcome parishioners and visitors before Mass, helping everyone feel warmly received. Ushers assist during the Mass by taking up the collection, assisting parishioners assigned to bring up the offertory, and providing support to anyone who may need extra help during worship.

FUNERAL DINNERS

The St. Stephen Altar Society provides meals for families following the death of a loved one. Dinners are served in the St. Stephen gym and are intended to support families during their time of loss.

HALLOWEEN PARTY

Our annual Halloween Party is held in the St. Stephen gym, a fun tradition dating back to the 1980s. Children of all ages are invited to come in costume. Activities include a balloon popping race, musical plates, and a meal of hotdogs and chips. Parents are asked to bring candy to share.

LADIES COFFEE

The ladies of St. Stephen parish meet once a month on the 3rd Tuesday in the St. Stephen gym for coffee, fellowship, and prayer. All parish ladies are warmly invited to attend.

LUCKY HEARTS BANQUET

The Lucky Hearts Banquet is held every year on the second Saturday in February. It is a fundraising event to support Holy Rosary School. Volunteers are always needed to help with decorating the Knights of Columbus Hall, setting up tables and chairs, preparing and serving the meal, and cleaning up. If you are able and willing to help, contact the school office during January.

NEW PARISHIONER WELCOME SUNDAY

“Welcome Sunday” is held as needed (often annually) to welcome new parishioners. It provides a relaxed opportunity to meet fellow parishioners. Donuts and coffee are served, and new members are formally introduced. The event is hosted by the St. Stephen Altar Society.

SWINKEY PICNIC

The Annual Swinkey Picnic takes place on the third Sunday in July and is a full-day celebration of faith, fellowship, and fun. The day begins with 8:00 a.m. Mass at St. Stephen Church, followed by activities on the church grounds, including a meal of fried chicken and homemade pies, Bingo, and many other games. The day concludes with a youth dance in the evening. Volunteers are essential for the picnic’s success: men typically run the games, concession stands, and outdoor activities, women provide and serve the meal in the gym, and older children help in the game stands, serve tables, or assist with cleanup. This long-standing tradition dates back to 1833 and is believed to be the oldest parish picnic in Missouri. Come rain or shine to join in the fun!



PILLAR OF PRAYER

“Have no anxiety at all, but in everything, by prayer and petition, with thanksgiving, make your requests known to God.”

—Philippians 4:6

Prayer brings us closer to God. Spending time with God in prayer is part of being a Christian steward. Through prayer, Christian stewards place themselves in God's hands so He can direct their hands to serve according to His will. It is through prayer and participation in the Mass that we learn to recognize, receive, accept and share God's grace and giftedness in love of God and neighbor.

ADORATION CHAPEL

Adoration is available daily from 4:00 a.m. until midnight, excluding the hours during which Mass is offered and from 5:00 p.m. Saturday to 11:00 a.m. Sunday. The Blessed Sacrament is always to be attended during exposition. Coordinators, Pat Kendrick and Marie Purol, oversee scheduling and planning to ensure that an adorer is committed to each hour. They also contact the pastor to schedule meetings of the Adoration Chapel Committee as needed to facilitate the overall schedule of adorers.

ALTAR SERVERS

Serving at Mass and other liturgies is a privilege because the server is assisting the priest and the whole worshipping community. This is an important responsibility. The pastor and deacons offer this training. Students will begin this ministry in fifth grade and will be taught how during school if they attend Holy Rosary School.

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Extraordinary Ministers of Holy Communion are lay ministers who assist the priest in distributing Holy Communion and may also volunteer to bring Communion to the homebound, hospitals, and retirement or nursing homes. Ministers must be approved by the bishop and pastor, attend training, and be commissioned before assuming these duties.

FAMILY FAITH NIGHT

St. Stephen Parish, in collaboration with Holy Rosary Parish, hosts Family Faith Night once a quarter at the Knights of Columbus Hall on Wednesday evenings. Families share a communal meal, then break into age-appropriate sessions centered around a common theme. Adults gather to learn and discuss the Catholic faith, while middle and high school youth engage in group activities. School-age children assist with younger children and participate in adult-led crafts and activities. Family Faith Night is open to all families, not just Catholics, as an opportunity to explore the faith together.

LECTORS

Lectors proclaim the Word of God at liturgies. New lectors must receive training prior to being assigned.

CROSS BEARER

The cross bearer carries the processional cross at the beginning and conclusion of Mass.

MUSIC MINISTRY

Singing is a form of prayer and an expression of our gifts for the glory of God. The ministry plans music for Masses and other liturgical celebrations.

OFFERTORY BEARER

Parishioners are invited to volunteer to present gifts at the altar during Mass.

SACRISTAN

Sacristans are responsible for preparing the altar and church for Masses to which they are assigned. They ensure that altar vessels are kept safe, linens are clean and pressed, and candles are adequately supplied. Training is provided for all new sacristans.

ROSARY LEADER

The rosary leader guides the congregation in praying the rosary before Mass at 7:40 a.m.

PRAYER GROUPS

There are a variety of opportunities for prayer groups throughout the year, including those focused on special intentions or seasonal observances such as Advent and Lent. Group activities and times are announced in the weekly bulletin or via Flocknote. In addition, group Rosaries are prayed at noon on Mondays, and other times as announced. A dedicated group follows the Marian Movement of Priests (MMP), praying for the salvation of humanity, the Pope, and priests, through the Rosary, reading, and reflection, concluding with the Act of Consecration to the Immaculate Heart of Mary.

PRAYER REQUESTS

Parishioners may submit prayer requests via email at churchst.stephen@gmail.com or by calling the parish office at 573-231-6980. Requests are shared through Flocknote and/or published in the weekly bulletin.

CHURCH DECORATING

This group decorates the church for seasonal celebrations such as Easter and Christmas. Notices for decorating opportunities are posted in the bulletin. Notices for decorating opportunities will be placed in the bulletin.



PILLAR OF FORMATION

“I, the Lord, your God, teach you what is for your good, and lead you on the way you should go.”

—Isaiah 46:17

To grow as Christian stewards, all Catholics, young and old, must receive ongoing education (formation) in the faith. An understanding of stewardship is essential to bringing us closer to God because stewardship leads us to holiness. Formation of each individual becomes part of the formation of the parish community. As members of the Body of Christ, the parish recognizes it has a call from God to give and share His giftedness. Inherent within each individual is the need to give – to move from selflessness. Formation helps ignite and inspire a life-long journey of conversion. As one grows more deeply in formation, the more deeply one loves as God loves us. This is true for the individual steward and for the stewardship parish; as individuals grow in God, so too does the entire parish.

CHOSEN HIGH SCHOOL YOUTH GROUP

Chosen is our high school youth group. The group meets on Wednesday evenings during the school year, as the schedule allows. Meetings include a shared meal, group activities, and discussion, providing youth an opportunity to grow in faith and fellowship. All youth in grades 9-12 are invited to attend.

STEUBENVILLE YOUTH CONFERENCE

Each July a group of high school students and chaperones travel to Missouri State University in Springfield, MO to attend the Steubenville Youth Conference. More information can be found at <https://steubystl.com/>.

PARISH SCHOOL OF RELIGION (PSR)

PSR consists of weekly religion classes for Catholic students in Kindergarten through 8th grade who do not attend Holy Rosary School, as well as for students in grades 9–12. Classes run from September through April and are designed to assist parents in teaching the Catholic faith to their children. PSR for students in Kindergarten through 6th grade meets at Holy Rosary School on Wednesdays after school until 4:30 p.m., with transportation provided by Monroe City R-1. Parents pick up students at 4:30 p.m. Students in grades 7 through 12 meet after the 9:30 a.m. Mass at Holy Rosary Church until noon, currently gathering in the church basement and rectory.

WELCOME

(FORMERLY KNOWN AS CHRIST RENEWS HIS PARISH - CRHP)

This is a parish-centered program that affords spiritual renewal through men’s and women’s renewal weekends. While focusing on the Gospel call to discipleship, the program stresses ongoing personal conversion, connectedness to the community, and service through ministry.

FAITH FORMATION GROUPS/SMALL GROUPS

St. Stephen Parish sponsors small group gatherings using programs from **FORMED.org** and other resources to deepen understanding of the Catholic faith. These groups meet at various times throughout the year and are open to all parishioners. Parishioners are encouraged to participate or even form their own groups that better accommodate their schedules. Resources and guidance for small groups are available in the Faith Formation office.

MARRIAGE PREPARATION FACILITATORS

Faithful and active married couples work with the parish priest or deacon to prepare engaged couples for marriage according to diocesan policy. These couples serve as mentors, helping guide the engaged toward completing all components of marriage preparation. Meetings can take place wherever the couples feel comfortable—at home, in the church, or elsewhere. The goal is to form an ongoing supportive relationship, helping newly engaged and married couples feel connected to the parish community while growing in their faith and understanding of married life.

ORDER OF CHRISTIAN INITIATION OF ADULTS (OCIA) PROCESS

The Order of Christian Initiation of Adults (OCIA) process provides adults interested in learning more about the Catholic faith the opportunity to grow in understanding and, if they choose, journey toward full communion with the Church.

Parishioners are encouraged to attend OCIA sessions, sharing their faith experiences to support and encourage participants. Sponsors for OCIA participants are also needed to walk alongside them throughout this journey.

YOUTH MINISTRY VOLUNTEER

Volunteers are essential to helping our youth maintain a close relationship with God and grow in their Catholic faith. Youth ministry volunteers lead youth groups, organize fellowship activities, and teach classes, offering guidance, mentorship, and faith formation to students from middle school through high school.

SWINKEY DAYS FOR KIDS

Swinkey Days uses St. Stephen Parish's rural setting and rich heritage to provide children an opportunity to experience God's goodness through recreational, educational, and worship activities. Children from Pre-K (age 4) through 6th grade participate, while students in 7th grade and older serve as helpers for younger children. Children of all religious backgrounds are welcome.

RELIGIOUS EDUCATION CORE TEAM

The **Religious Education Core Team** consists of the Director of Faith Formation and members from both parishes who advise and assist in providing faith formation opportunities. This includes programs such as PSR, RCIA, book studies, adult faith formation, Family Faith Night, and other events designed to nurture the spiritual growth of parishioners of all ages.

YOUNG ADULT MINISTRY

Donna Long, donnalong.hrss@gmail.com, 573-735-4718

This ministry is for those who are 18 and out of high school through age 35. The focus of this ministry is to meet the spiritual needs of young adults, to offer faith formation and social connections for young adults seeking to strengthen their faith.



PILLAR OF SERVICE

“If I, therefore, the Master and Teacher, have washed your feet, you ought to wash one another’s feet. I have given you a model to follow, so that as I have done for you, you should also do.”

—John 13:14-15

We strive to be servant ministers to the needs of our parish members, the wider community and Church. We strive to serve compassionately those who are hurting or in need, lost or alone, or suffering in any way. We give thanks to God for all the gifts we have received, and we celebrate the special events in the lives of parishioners.

CEMETERY COMMITTEE

The Cemetery Committee ensures that all aspects of burial and cemetery maintenance are well organized, documented, and maintained, showing the respect due to the deceased and their families entrusted to St. Stephen Parish.

STEWARDSHIP COUNCIL

The Stewardship Council assists the pastor in fostering stewardship as a way of life within the parish, cultivating an attitude of the mind and heart that is expressed in action, emphasizing that all people, things, and experiences are gifts from God.

PASTORAL COUNCIL

The Pastoral Council consists of parishioners elected within St. Stephen Parish who provide leadership and guidance for the life of the parish. Members embody a model of servant leadership, following the example of Jesus at the Last Supper. The council typically includes six to seven members who may serve two three-year terms.

HOLY ROSARY SCHOOL ADVISORY COUNCIL

The Holy Rosary School Advisory Council serves as a consultative body to the pastor and principal. While not a legislative body, the council significantly influences important areas of school life and operations.

FLOWERS FOR MARY

To honor the Blessed Virgin Mary, parishioners are invited to provide fresh flowers for the statue of Mary in the sanctuary. Flowers may come from a florist or home gardens. Parishioners sign up to provide flowers for a specific month, with most arrangements lasting approximately two weeks. Interested participants may contact a member of the Altar Society to join this ministry.

HOLY ROSARY/ST. STEPHEN PRO-LIFE GARAGE SALE

Each year on the first weekend of October, from Thursday through Saturday, Holy Rosary and St. Stephen Parishes host a Pro-Life Garage Sale. All proceeds benefit local pro-life organizations, and volunteers are always welcome to assist with planning and conducting this important event.

KNIGHTS OF COLUMBUS COUNCIL #1971

The mission of the Knights of Columbus is to empower Catholic men to live their faith at home, in the parish, at work, and in the community. The St. Stephen Knights of Columbus sponsor fellowship activities and provide financial and resource support for the parish, the community, and Holy Rosary Catholic School.

ST. STEPHEN ALTAR SOCIETY

The Altar Society includes all women of the parish and helps enhance the beauty and function of the church. Members provide flowers for Sunday and special Masses, decorate for the seasons, and care for altar lines and other church goods. We also provide funeral dinners, and prepare the food for the annual Swinkey Picnic.

MAINTENANCE COMMITTEE

The Maintenance Committee is comprised of skilled volunteers who assist with the upkeep of parish buildings and grounds. Services include lawn care, painting, carpentry, snow removal, electrical work, plumbing, and HVAC maintenance. Volunteers can serve on the committee regularly or offer their specific skills as needed.

OFFERTORY COUNTERS

The Offertory Counters are a group of three parishioners who gather after Mass in the gym to count the weekend offertory, record and organize envelopes, and balance the deposit. Each group is assigned one weekend per month.

HOLY ROSARY SCHOOL

Holy Rosary Catholic School provides a Christ-centered, Catholic academic environment designed to prepare students to become responsible, contributing members of society through faith, knowledge, and self-discipline. Volunteers are needed in many ways, including reading to students during Friday library sessions, assisting with maintenance, and helping in the cafeteria.

PRISON MINISTRY

Residents Encounter Christ (REC) is a mission to minister to those in prison. Residents Encounter Christ is a three-day retreat weekend based on the Paschal Mystery, the death and resurrection of Jesus Christ. Volunteers must be over the age of 21.

Other opportunities to provide service in our community.

CHRISTMAS IS CARING

Christmas is Caring is a group within our community that helps families in need with food, toys and clothing for their children at Christmas.

MEALS ON WHEELS

This program is a volunteer opportunity through the Monroe City Nutrition Center. Volunteers deliver hot lunches to residents in Monroe City and the surrounding area who are homebound.

MONROE CITY FOOD PANTRY

The Monroe City Food Pantry is a nonprofit organization which helps provide food for individuals or families in need.

Safe Environment

The Safe Environment Program of the Diocese of Jefferson City was developed to ensure the safety of minors, as required by the United States Conference of Catholic Bishops (USCCB's) "Charter for the Protection of Children and Young People." There are distinct requirements for parents, volunteers, employees, priests, deacons, religious brother and sisters, seminarians and deacon candidates. Each category and the requirements are listed below.

1.1. Safe Environment Requirements for Adult Employees, Priests, Deacons, Religious Brothers and Sisters, Seminarians and Deacon Candidates

All adult employees, priests, deacons, religious brothers and sisters, seminarians and deacon candidates must accomplish the following prior to engaging in any Church related activities or employment for the diocese:

- ▶ complete a Protecting God's Children (VIRTUS) workshop in-person or online and agree to ongoing online training;
- ▶ agree to complete a national background screening that evaluates any history related to criminal charges, and agree to automatic rescreening every three months;
- ▶ complete the state Family Care Safety Registry background check form; and
- ▶ read and consent to the Code of Pastoral Conduct by providing an electronic signature.

1.2. Safe Environment Requirements for Volunteers Whose Duties Involve Contact with Minors

All volunteers whose duties involve contact with minors must accomplish the following prior to volunteering:

- ▶ complete a Protecting God's Children (VIRTUS) workshop in-person or online;
- ▶ agree to a national background screening that evaluates any history related to criminal charges, and agree to automatic rescreening every three months; and
- ▶ read and consent to the Code of Pastoral Conduct.

1.2.1. All K-8 Catholic school parents/guardians are required to complete the requirements in 1.2. Parents/guardians who fail to complete these requirements will not be allowed to enroll their children in Catholic schools. In some instances, the Catholic Schools Office in collaboration with the Office of Child and Youth Protection may grant exemptions to this rule.

1.3. Safe Environment Requirements for Volunteers Whose Duties Do Not Involve Contact with Minors

All volunteers whose duties do not involve contact with minors must accomplish the following prior to volunteering in any Church-related activities:

- ▶ complete a Protecting God's Children (VIRTUS) workshop in-person or online;

- ▶ agree to a national background screening through the National Sex Offender Registry completed by chancery personnel);and
- ▶ read and consent to the Code of Pastoral Conduct.

1.3.1. This category of volunteer must always be accompanied by someone who has completed all requirements for volunteers who work with minors (group 1.2).

1.4. Safe Environment Requirements for Volunteers Whose Duties Do Not Involve Contact with Minors and Who Volunteer No More Than One Time Per Calendar Year

All volunteers whose duties do not involve contact with minors and who volunteer no more than one time per calendar year must accomplish the following prior to volunteering in any Church-related activities:

- ▶ agree to a national background screening through the National Sex Offender Registry, completed by chancery personnel);
- ▶ read and consent to the Code of Pastoral Conduct; and
- ▶ complete the Single Occasion Volunteer Form that is available at [**diojeffcity.org/safe environment.**](http://diojeffcity.org/safe-environment)

1.4.1. This category of volunteer must always be accompanied by someone who has completed all requirements for volunteers who work with minors (group 1.2)

Source: Diocese of Jefferson City, Safe Environment Policy, updated February 23, 2022; [diojeffcity.org/safe-environment.](http://diojeffcity.org/safe-environment)



Stewardship

GROWING OUR FAITH

“The fact we are Catholic is not only manifested in the beauty of our churches; it is in our daily living as generous stewards. I invite you to consider the ways in which you make room for God in your life through your personal, ongoing faith formation; by your active charitable works; and by personal prayer and active participation in Mass. Be not afraid to give yourself to Christ by being a generous steward. You will not regret it.”

—Bishop W. Shawn McKnight



DIOCESE OF
Jefferson City

BETTER
TOGETHER