



God Is Deeply In Love With Us!  
Therefore, let us go forth and make disciples.

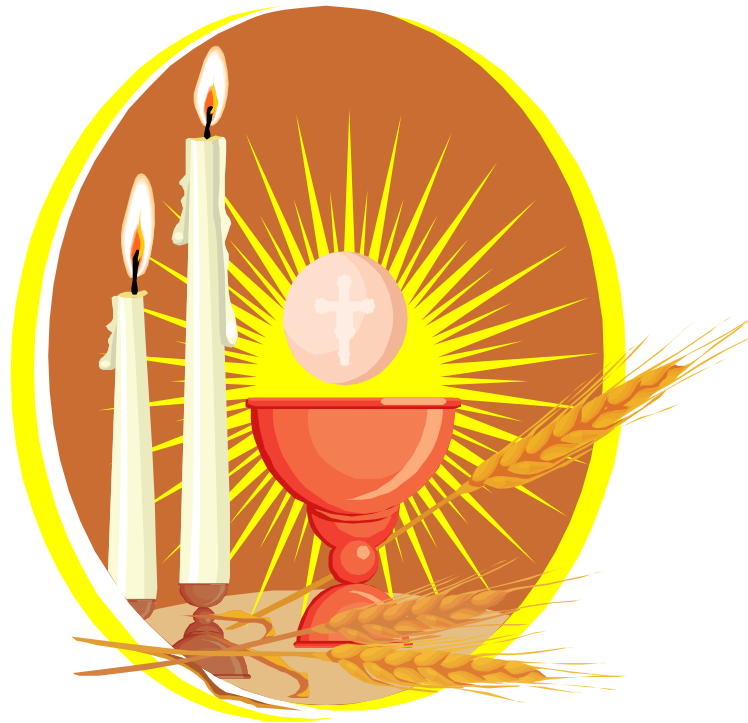
Holy Spirit Catholic Community

→ [holyspirit-parish.org](http://holyspirit-parish.org)

**connections**

Holy Spirit Catholic Community

Our Stewardship Ministry Guide



*All Are Welcome!*

## *Greetings and Welcome!*

It is with great delight that we journey together to fulfill the command of Jesus to love one another. Holy Spirit Catholic Community is much more than a place. We long to grow as the Body of Christ, a living light for all people.

What matters most to God is *you!* God has given us gifts to share, each in our own unique way. Our sole purpose, our sole existence is to serve one another, especially those the world deems “poor.” Therefore, all of our gifts and talents are in service of others. This, then, is at the heart of our mission: to love fearlessly and respond to God’s call to serve others with our hearts and hands.

We are invited, therefore, to explore the many opportunities in the following pages, for prayer, service and the sharing of what God has gifted to us. Please don’t be shy! You are truly needed, our gifts together are meant to be shared, not by a few, but by *all*. Your presence is deeply appreciated, not simply for what you can do, but for who you are as a child of God.

Know that our imagination, wonder and loving ideas are most welcome. As you can see from the front cover, the very source of our gifts is the Eucharist. When we eat this Bread, and drink this Cup, may we proclaim the dying and rising of Jesus with our very lives.

Godspeed,

*Father Bob*

Father Bob Kollath  
Pastor, Holy Spirit Catholic Community

**Our Vision** - Holy Spirit Catholic community strives to be an inclusive and faith-filled people, proclaiming to the world that God is deeply in love with all.

**Our Mission** - With gratitude, we reach out with loving compassion by serving, guiding, and celebrating sacraments and giving witness to the kingdom of God.

**About the cover:**

Catholics believe that the Eucharist is the source and summit of our lives, the very foundation of stewardship.

## Faith Formation

**Catechist Training** - Five catechist in-services are held throughout the year.

Catechists are offered opportunity, through these in-services, to grow in their knowledge of the Catholic Faith and to develop their teaching skills.

Contact Sister Elise Cholewinski, Director of Religious Education,  
cholewinski@holyspirit-parish.org or 788-7655.

**Faith Formation Committee** - Responsible for the development of policies related to the religious education of students who attend public schools. The committee plans and supports fundraisers and special events for our catechists, students and our families. Meets six times per year.

Contact Sister Elise Cholewinski, Director of Religious Education,  
cholewinski@holyspirit-parish.org or 788-7655

**Liturgy of the Word for Children** - Program for Kindergarten through Grade 4 on Sunday mornings at the 9:30AM Mass, September – May.

Contact Diane Cahall, Religious Education Elementary  
Coordinator, cahalld@holyspirit-parish.org or 788-1401

**Teacher or Substitute Grades 1-5** - Works with the children in Grades 1-5 in the Faith Formation Program. Classes are held on Wednesday afternoons, September through April.

Contact Diane Cahall, Religious Education Elementary  
Coordinator, cahalld@holyspirit-parish.org or 788-1401.

**Teacher or Substitute Grades 6-8** - Works with the children in Grades 6-8 in the Faith Formation Program. Classes meet Wednesday evenings, September through April.

Contact Diane Cahall, Religious Education Elementary  
Coordinator, cahalld@holyspirit-parish.org or 788-1401.

**Teacher Grades 9-11** – Works with the students in grades 9-11. Courses are held for six week periods, four quarters during the school year. Classes also meet in the summer, each course being one week. Catechists volunteer to teach one course.

Contact Diane Cahall, Religious Education Elementary  
Coordinator, cahalld@holyspirit-parish.org or 788-1401.

**Third Source Funding Efforts** - Major efforts during the year include the Annual Campaign for Education, Dinner at Perkins, silent auction and others.

Contact Sister Elise Cholewinski, Director of Religious Education,  
cholewinski@holyspirit-parish.org or 788-7655.

**Annual Campaign for Education** - This annual drive invites alumni, parishioners and corporate givers to direct a contribution to one of four educational programs Holy Spirit School, Faith Formation, Youth Ministry or Father Fuller Endowment.

Contact Sister Elise Cholewinski, Director of Religious Education,  
cholewinski@holyspirit-parish.org or 788-7655.

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## Family Ministry

**Sunday Suppers** - Holy Spirit, along with other community volunteers, offers a free warm meal to individuals looking for a caring, compassionate environment. Volunteer in the areas of marketing, food prep, set-up, serving and take down. Held the 4th Sunday of the month, Sept.- May.

Contact Patty Vande Voort, Administrator of Business & Stewardship,  
vandevoortp@holyspirit-parish.org or 788-7640.

## Holy Spirit School

**Home/School Committee** - Parent group dedicated to volunteer activities at the school.

Contact Carrie Gossens, School Administrator,  
carrie.gossens@holyspiritknights.org or 733-2651.

**Education Committee** - Responsible for the development of policy and advisement for administration. Meetings are held monthly, September through June.

Contact Carrie Gossens, School Administrator,  
carrie.gossens@holyspiritknights.org or 733-2651.

**Spirit of Christmas** - Annual craft fair, luncheon, & homemade candy sale held the first weekend in November. Consists of many sub-committees. All skill and talent levels are welcome.

Contact Carrie Gossens, School Administrator,  
carrie.gossens@holyspiritknights.org or 733-2651.

**Mardi Gras** - A pre-Lenten fundraiser consisting of a dinner, silent auction, raffle, and entertainment. Consists of many sub-committees. All skill and talent levels are welcome.

Contact Carrie Gossens, School Administrator,  
carrie.gossens@holyspiritknights.org or 733-2651.

**Corporate Matching Funds** - Some employers match employee contributions to the school or contribute funds for employee volunteerism.

Contact Carrie Gossens, School Administrator,  
carrie.gossens@holyspiritknights.org or 733-2651.

**Annual Campaign for Education** - This annual drive invites alumni, parishioners and corporate givers to direct a contribution to one of four educational programs: Holy Spirit School, Faith Formation, Youth Ministry, or Father Fuller Endowment.

Contact Carrie Gossens, School Administrator,  
carrie.gossens@holyspiritknights.org or 733-2651.

**Golf Outing for Technology**— Annual spring outing to help raise funds to improve the technology at Holy Spirit School.

Contact Carrie Gossens, School Administrator,  
carrie.gossens@holyspiritknights.org or 733-2651.

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## Life Long Learning

**Adult Bible Study** - A Bible study group meets in Kimberly at the Parish Center on Thursdays at 9:15AM, September - May.

Contact Sister Elise Cholewinski, Director of Religious Education,  
cholewinskie@holyspirit-parish.org or 788-7655.

**Adult Evening Programs** - Various adult programs are presented on Tuesday evenings during October and during Lent. One of the Lenten programs includes a question/answer session.

Contact Sister Elise Cholewinski, Director of Religious Education,  
cholewinskie@holyspirit-parish.org or 788-7655.

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## Ministry of Leadership

**Buildings & Grounds Committee** - Development & maintenance of parish property, building facilities & capital equipment.

Contact Patty Vande Voort, Administrator of Business & Stewardship,  
vandevoortp@holyspirit-parish.org or 788-7640.

## Ministry of Leadership (Continued)

**Finance Council** - Plans and oversees the parish budget, advises on revenue and expenditures, and monitors financial controls as they relate to the goals and mission established by Parish Council.

Contact Patty Vande Voort, Administrator of Business & Stewardship,  
vandevoortp@holyspirit-parish.org or 788-7640.

**Holy Angels Cemetery Committee** - Committee members are informed, involved and concerned about the operation of the parish cemetery. This committee currently meets quarterly.

Contact Patty Vande Voort, Administrator of Business & Stewardship,  
vandevoortp@holyspirit-parish.org or 788-7640.

**Holy Name Cemetery Committee** - Committee members are informed, involved and concerned about the operation of the parish cemetery. This committee meets bi-annually or as needed.

Contact Patty Vande Voort, Administrator of Business & Stewardship,  
vandevoortp@holyspirit-parish.org or 788-7640.

**Pastoral Council** - This group defines, prays, imagines, visions and listens to God and the people of this local church. They offer goals and further the vision and mission of the parish in concrete ways. Their task is to counsel the pastor and the people of Holy Spirit Parish.

Contact Bill Richardson, Council Leader,  
brichardson1@new.rr.com or the parish center at 788-7640.

**Stewardship/Evangelization Committee** - Promotes stewardship as a way of life for all members of the parish community. Coordinates the annual stewardship campaign each September. In addition to Stewardship, the committee promotes Evangelization in the parish and community. Meetings scheduled as necessary.

Contact Patty Vande Voort, Administrator of Business & Stewardship,  
vandevoortp@holyspirit-parish.org or 788-7640.

**Trustee** - Trustees are corporate officers of the Parish. They oversee the financial condition of the Parish, sign checks, and consult and advise the Pastor. The Secretary Trustee is a member of the Pastoral Council. The Treasurer Trustee is a member of the Finance Council. The term of office is two years.

Contact Patty Vande Voort, Administrator of Business & Stewardship,  
vandevoortp@holyspirit-parish.org or 788-7640.

**Other Ministry Involvement** - We are always identifying areas for ministry that would further enhance services to our parishioners and the community. If you have a talent that you would like to share that is not included in an existing ministry, please let us know. It could be an area that is a future goal. Consider your profession and other volunteer experiences. What do you do well?

Contact Patty Vande Voort, Administrator of Business & Stewardship,  
vandevoortp@holyspirit-parish.org or 788-7640.

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## Pastoral Care Outreach to Parish

Serve on the Pastoral Care Committee: meets 3<sup>rd</sup> Wed., 1:30PM

Participate in a Care Ministry Training Course: Tues., Feb - Mar., 6:00PM

Visit persons in hospitals

Visit persons in nursing homes and assisted living facilities

Bring communion to a person in their home

Companion a person who is suffering from loss

Help bring salads or desserts and/or serve for funeral lunches

Contact Sister Annette Koss, Pastoral Associate  
kossa@holyspirit-parish.org or 788-7640

## Social Concerns Outreach Beyond Parish

Serve on the Social Concern Committee: Meets 3<sup>rd</sup> Thurs., 5:30PM

Plan ways to support life from conception to death

Give food cards or cash for the Harvest Tree to feed those who are poor

Bring gifts to the Advent Giving Tree to support agencies that help others

Support awareness and prevention of human trafficking

Purchase roses at the Mothers' Day Rose Sale for mothers and children

Help the Community Clothes Closet with professional wear

Support the Burundi African Education Fund for youth

Make and serve monthly meals for the Homeless Connection: 3<sup>rd</sup> Fri., 3:30PM

Make and bring meals to COTS Men's or Young Adult Shelter

Make and/or serve meals at the Warming Shelter

Contact Sister Annette Koss, Pastoral Associate,

kossa@holyspirit-parish.org or 788-7640

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## Prayer Opportunities

**Prayer Chain** - Help others through the power of prayer. You can receive parishioner prayer requests at [prayer@holyspirit-parish.org](mailto:prayer@holyspirit-parish.org) or phone (788-7640) and ask for the prayer recordings.

Contact Sue Jury, Website & Computer Liaison,  
[jurys@holyspirit-parish.org](mailto:jurys@holyspirit-parish.org) or 788-7640.

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## Seniors

**Grandpa Patrol** - A group of retired men who come together on Tuesday mornings in Darboy for worship, socialization, and work on small maintenance projects in the parish and school.

Contact the parish center at 788-7640.

**Funeral Meal Ministry** - Help prepare funeral meals or donate salads or deserts. Open to women and men volunteers.

Contact Marcia Trentlage, Leader, [mtrentlage@aol.com](mailto:mtrentlage@aol.com)  
or the parish center at 788-7640.

**Mission Ladies** - A group of parishioners that quilt each Tuesday morning at the parish center in Kimberly from Sept. through June.

Contact the parish center at 788-7640.

**Office Volunteers** - Assists the parish office by answering phones, stuffing bulletins, preparing mailings, and other tasks.

Contact Emily Lamers, Administrative Assistant,  
[lamerse@holyspirit-parish.org](mailto:lamerse@holyspirit-parish.org) or 788-7640.

**Adult Acolytes (Altar Servers)** - Assist the presider and Assembly at Funeral Liturgies (Masses), morning or evening prayer, Holy Day Liturgies, or the All Souls Vespers.

Contact Melanie Teska, Director of Liturgy,  
[teskam@holyspirit-parish.org](mailto:teskam@holyspirit-parish.org) or 788-7640.

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## Volunteers

**Bakers**-Bake for special events, items such as bread, cookies & bars.

Contact Patty Vande Voort, Administrator of Business & Stewardship,  
[vandervoortp@holyspirit-parish.org](mailto:vandervoortp@holyspirit-parish.org) or 788-7640.

**BINGO** - Held Monday evenings at 7:00 PM at the Darboy School. Volunteers are needed to serve coffee and popcorn, call numbers, work the floor and sell raffle tickets.

Contact Joan Boots, Bookkeeper, [bootsj@holyspirit-parish.org](mailto:bootsj@holyspirit-parish.org) or 788-7640.

## Volunteers (Continued)

**Community Picnic** - Held the 3rd Wed. of the month, June - August, at the Heart of the Valley Y in Kimberly.

Contact Patty Vande Voort, Administrator of Business & Stewardship, vandevoortp@holyspirit-parish.org or 788-7640.

**Fish Fry** - Held on two Fridays throughout Lent each year. Many areas of talent are needed, such as, food prep, set-up and serving.

Contact Patty Vande Voort, Administrator of Business & Stewardship, vandevoortp@holyspirit-parish.org or 788-7640.

**Office Volunteers** - Assists the parish office by answering phones, stuffing bulletins, preparing mailings, & other tasks.

Contact Emily Lamers, Administrative Assistant, lamerse@holyspirit-parish.org or 788-7640.

**Other Ministry Involvement** - We are always identifying areas for ministry that would further enhance services to our parishioners and the community. If you have a talent that you would like to share that is not included in an existing ministry, please let us know. It could be an area that is a future goal. Consider your profession and other volunteer experiences. What do you do well?

Contact Patty Vande Voort, Administrator of Business & Stewardship, vandevoortp@holyspirit-parish.org or 788-7640.

**Parish Picnic** - A few hundred volunteers are needed the 3rd weekend in August for our biggest fundraiser. Areas include concessions, ticket sales, kids games, chicken dinner, raffles, silent auction, parking, 5K run, rummage sale, bingo, etc. Fill out a sign-up form in the summer.

Contact Patty Vande Voort, Administrator of Business & Stewardship, vandevoortp@holyspirit-parish.org or 788-7640.

**\$CRIP** - An ongoing fundraiser benefiting parish, school, faith formation, Catholic Heart Work Camp, Xavier and St. Mary Catholic High Schools, funerals, weddings and baptisms. Many volunteers are need to make it a successful program.

Contact Jeanne Konwal, \$crip Program Records Keeper at 733-5158.

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## Worship

**Ministry of Acolyte (Altar Server)** - Assist the presider and assembly at liturgies (Masses) - weekend, weekday, holy days, funerals, etc. Open to Grade 5 and older. Adults welcome.

Contact Melanie Teska, Director of Liturgy, teskam@holyspirit-parish.org or 788-7640.

**Ministry of Art & Environment** - Responsible for imagining, creating, designing and implementing environments for liturgical seasons.

Contact Melanie Teska, Director of Liturgy, teskam@holyspirit-parish.org or 788-7640.

**Ministry of Greeter & Usher** - Greets and seats worshippers, shares weekly Essentials and other information, invites people to take up the gifts. Young adults and families encouraged to participate!

Contact Melanie Teska, Director of Liturgy, teskam@holyspirit-parish.org or 788-7640.

**Ministry of Proclaimer** - Proclaims the readings of Scripture and Universal Prayers during the liturgy.

Contact Melanie Teska, Director of Liturgy, teskam@holyspirit-parish.org or 788-7640.

## **Worship (Continued)**

**Ministers of the Eucharist** - Shares the Eucharist (the Body and Blood of Christ) with the sacred liturgical Assembly.

Contact Melanie Teska, Director of Liturgy,  
teskam@holyspirit-parish.org or 788-7640.

**Ministry of Music** - Privileged to lead the assembly in song during the liturgy. We are gifted with many different choirs who welcome new voices. There is great need for cantors to lead our sacred assembly.

Pianists and instrumentalists are most welcome.

Contact Melanie Teska, Director of Liturgy,  
teskam@holyspirit-parish.org or 788-7640.

**Ministry of Sacristan** - Ensures the care of vestments, sacred vessels and other sanctuary furnishings; also assists with preparations for all liturgies.

Contact Melanie Teska, Director of Liturgy,  
teskam@holyspirit-parish.org or 788-7640.

## **Young Adult**

**Young Adult Committee** - Are you a young adult (18-39) looking for a way to get involved in your parish? Be a part of the grassroots efforts to get this ministry up and running.

Contact Sarah Elmer or Paula Roth, Young Adult Co-Coordinators,  
elmers@holyspirit-parish.org or rothp@holyspirit-parish.org  
or 788-7640.

**Bus Trips** - Share ideas for bus trips to wineries, Brewers games, Shrines, etc.

Contact Paula Roth, Young Adult Co-Coordinator  
rothp@holyspirit-parish.org or 788-7640

**Catholic Professionals of the Fox Valley** - Help plan monthly luncheons for young adult Catholic professionals. Includes planning and inviting professional speakers that would attend each luncheon.

Contact Paula Roth, Young Adult Co-Coordinator  
rothp@holyspirit-parish.org or 788-7640

**Family Outings and Gatherings** - Plan and organize various family outings, i.e. ski trips, Building for Kids Children's Museum, etc.

Contact Paula Roth, Young Adult Co-Coordinator,  
rothp@holyspirit-parish.org or 788-7640.

**Prayer Groups** - Share ideas for daily, weekly, monthly prayer. Ideas can include website based, gathering in homes, at the parish, other locations. May also include day long retreats.

Contact Paula Roth, Young Adult Co-Coordinator  
rothp@holyspirit-parish.org or 788-7640

**Sports** - Help organize and plan Young Adult teams to play disc golf, basketball, flag football, etc.,

Contact Paula Roth, Young Adult Co-Coordinator,  
rothp@holyspirit-parish.org or 788-7640.

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## **Youth**

**Babysitting** - Add your name to a list of volunteer babysitters that can be contacted to provide child care for parish activities (8-12<sup>th</sup> graders).

Contact Sarah Elmer, Youth Ministry Coordinator,  
elmers@holyspirit-parish.org or 450-6440.



## Youth (Continued)

**Chazoo Warriors** - If you feel called to serve your peers, plan fun events, and grow in leadership skills, apply today! Time commitment: two monthly meetings, two retreats to lead throughout the year, and various projects to work on, like making national award winning videos. Contact Sarah Elmer, Youth Ministry Coordinator, [elmers@holyspirit-parish.org](mailto:elmers@holyspirit-parish.org) or 450-6440.

**CHWC** - Catholic Heart Work Camp is a week-long service trip to an urban city in the US to participate in various work projects such as gardening, painting, or working in a daycare or in a soup kitchen. Sign-up is in early October, with many fundraising projects taking place throughout the year. Contact Sarah Elmer, Youth Ministry Coordinator, [elmers@holyspirit-parish.org](mailto:elmers@holyspirit-parish.org) or 450-6440.

**Service Opportunities** - Deliver toys collected from the Giving Tree to Neopit, WI during Advent; be a server at the Fish Fries during Lent; serve snacks at the Emergency Shelter once per month; and much more. Contact Sarah Elmer, Youth Ministry Coordinator, [elmers@holyspirit-parish.org](mailto:elmers@holyspirit-parish.org) or 450-6440.

**Step-up Mass** - The 1st Saturday of every month is the Youth Step Up Mass. Calling our young people to step-up to be the leaders at the 4:30PM Mass. Greeters, proclaimers, hospitality, and singers needed. Contact Sarah Elmer, Youth Ministry Coordinator, [elmers@holyspirit-parish.org](mailto:elmers@holyspirit-parish.org) or 450-6440.

**Adult Occasional Support** - Different needs for the Youth Ministry program are met on the basis of your time and talents. Visit [www.holyspirit-parish.org/youth-ministry](http://www.holyspirit-parish.org/youth-ministry) and look under the forms section for the Occasional Support Form. The possibilities are endless! Contact Sarah Elmer, Youth Ministry Coordinator, [elmers@holyspirit-parish.org](mailto:elmers@holyspirit-parish.org) or 450-6440.

### Stewardship Prayer

Almighty and ever-faithful Lord,  
gratefully acknowledging Your mercy  
and humbly admitting our need,  
we pledge our trust in You and each other.

Filled with desire,  
we respond to Your call for discipleship  
by shaping our lives in imitation of Christ.  
We profess that the call requires us  
to be stewards of Your gifts.  
As stewards, we receive Your gifts gratefully,  
cherish and tend them in a responsible manner,  
share them in practice and love with others,  
and return them with increase to the Lord.

We pledge to our ongoing formation as stewards  
and our responsibility to call others to that same endeavor.  
Almighty and ever-faithful God,  
it is our fervent hope and prayer  
that You who have begun this good work in us  
will bring it to fulfillment in Jesus Christ,  
our Lord. Amen

Dear Parishioner,

Please pray...and pray again...and listen intently. Then consider choosing the ministry you hear God calling you to serve, and the children and youth too. Maybe it's best if we do few things, but do them well. Then we won't feel burdened, but that we truly are making a difference, growing a community of disciples. Seriously: simply choose *one!* If you are serving in more than one ministry, thank you for your generous sharing.

Please indicate the ministry listed and share who in your family would like to share their time and talent. Then, drop in the collection basket, at the parish office or mail to 620 E Kimberly Ave., Kimberly WI 54136.

*May you continue to be a blessing to those whose lives you touch.*

<p>I/we would be interested in helping with the following ministries.</p> <p>Please contact me/us at the phone number/email address provided.</p>	
<p>Ministry</p>	<p>Individual Interested in Helping (Please Print)</p>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<p><b>Contact Information:</b></p>	
_____	_____
<p>First Name (please print)</p>	<p>Last Name (please print)</p>
_____	
<p>Address</p>	
_____	
_____	_____
<p>City</p>	<p>Zip</p>
<p>Phone Number: _____</p>	
<p>Email: _____</p>	

# Servant Leaders



Father Bob Kollath,  
Pastor



Sister Elise Cholewinski,  
Director of  
Religious Education



Sarah Elmer,  
Youth Minister/  
Young Adult



Carrie Gossens,  
School Administrator



Bud Klister,  
Deacon



Sister Annette Koss,  
Pastoral Associate



Melanie Teska,  
Director of Liturgy/Music



Patty Vande Voort,  
Administrator of Business & Stewardship

## Keep up-to-date on all the latest Holy Spirit Happenings!

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Follow us on Twitter: <https://twitter.com/HSParishKimDarholyspirit-parish.org>



Website: [holyspirit-parish.org](http://holyspirit-parish.org).

### Kimberly Campus

#### Parish Office

620 East Kimberly Avenue  
Kimberly, WI 54136  
Phone: 920-788-7640 \* Fax: 920-788-7658

#### Faith Formation (Religious Education)

Grades 1-12  
Phone: 920-788-1401 (Grades 1-8)  
or 920-788-7655 (High School)

#### Youth Ministry

614 E. Kimberly Avenue  
Kimberly, WI 54136  
Phone: 920-450-6440 \* Fax: 920-788-7655

#### Young Adult

620 E. Kimberly Avenue  
Kimberly, WI 54136  
Phone: 920-788-640 \* Fax: 920-788-7658

### Darboy Campus

#### Holy Spirit School

Grades Pre-K thru 8  
W2796 County Road KK  
Appleton, WI 54915  
Phone: 920-733-2651 \* Fax: 920-733-5440

### Mass/Liturgy Schedule

#### Weekday

#### Labor Day thru Memorial Day

Monday 8:30AM (D)  
(Liturgy of the Word w/Communion)  
Tues. 5:30PM (D)  
Wed., Thurs., & Fri. 8:30AM (D)

#### Weekend

Saturday 4:30PM (K)  
Sunday 7:30AM (D) & 9:30AM (K)

### Reconciliation (Confession)

Saturday 3:30-4:00PM (K)  
or by appointment  
(D)-Darboy • (K)-Kimberly

**Holy Spirit Parish**  
620 E. Kimberly Avenue  
Kimberly, WI 54136

Return Service Requested