

Holy Rosary Church – Stewardship Time & Talent Reference Guide

(updated October 2025)

Worship & Spirituality

Altar Server – serves God and His people at the holy sacrifice of the Mass by helping the priest ** training required
Contact: Church Office 419-394-5050

Extraordinary Minister of the Holy Communion (EMHC) – distributes Holy Communion at Mass ** training required
Contact: Church Office 419-394-5050

Lector – proclaims the Word of God to the assembled community and makes announcements ** training required
Contact: Church Office 419-394-5050

Usher – helps worshipers gathering for Mass, leads the collection, dismisses rows for Communion, & hands out bulletins after mass
Contact: Joe Kuebler 419-733-4984

Greeter – Arrives 20 minutes before mass to open doors and greet worshipers
Contact: Joe Kuebler 419-733-4984

Sacristan/Mass Set-up – sets up the Credence table with mass vessels and properly removes vessels after Mass
**training required
Contact – Joe Kuebler 419-733-4984

Lead Rosary – leads the Rosary 30 minutes before Mass
Contact: Lil Heitkamp 567-286-0952

Cleans Server Robes – as needed, takes server robes home to wash and return for Mass
Contact: Jess Rammel at Church Office 419-394-5050

Adoration/Holy Hour – commits to an hour a week in the Adoration Chapel or during Friday Holy Hours
Contact: Teresa Vint 937-475-2338

Legion of Mary - Members aim to bring souls to Jesus Christ and His Mother Mary through their work in union with the Holy Spirit, contributing to the spiritual welfare of the community and the parish; the sanctification of its members through prayer and active service; meets Wednesdays after noon Mass
Contact: Julie Schwieterman 419-305-7937

Patriotic Rosary – participate in a monthly recital of the Patriotic Rosary praying for our country
Contact: Dixie Russell 419-305-7676

Enthronement AHFI/Two Hearts Home – promotes the Alliance of the Hearts of Jesus and Mary not only as devotion but also as a way of life where the family makes a conscious act to make Jesus and Mary the center of their home.
Contact: Connie Miley 419-204-3119

Music Ministry (contact for all: Brian Rutter 419-394-0097)

Cantor – leads congregation through songs and special prayers, including the Responsorial Psalm

Adult Choir – leads congregation in faith-filled singing

Children's Choir – leads congregation in faith-filled singing

Instrumentalist – enriches worship through instrumental music

Community Outreach

Bereavement Ministry – assists families in mourning with the planning of the funeral liturgy **training required
Contact: Patti Folk at Church Office - 419-394-5050

Funerals – Help Serve – assists at funeral lunches
Contact: Sandi Rammel 419-305-1822

Funerals – Provide Dish – provides side dishes and/or desserts for funeral lunches
Contact: Sue Halko 419-394-5475

Prayer Line email/phone – prayer support for sick and suffering parishioners
Contact: Julie Schwieterman 419-305-7937

Communion to Sick/Homebound – takes the Holy Eucharist to homebound individuals once a week; must be a EMHE
Contact: Joe Kuebler 419-733-4984

Communion to Hospital – takes the Holy Eucharist to parishioners at JTDMH one Friday a month; must be a EMHE
Contact: Janice Yahl 419-394-2268

Lead Rosary at the Nursing Home – Leads the rosary at one area nursing home once a week
Contact: Church Office 419-394-5050

Communion Service at Nursing Home – Conduct a Communion Service at one area nursing home once a month; must be a EMHC
Contact: Church Office 419-394-5050

Circle of Friends – help provide a caring relationship through providing a meal with a member of the parish who may need help or is new to the parish
Contact: Dixie Russell 419-305-7676

Knights of Columbus – fraternal order of Catholic men that provides spiritual, social, and charitable opportunities
Contact: Dave Helmstetter 419-733-2291

Wedding Assistant/Coordinator – assists wedding couples and priests with preparations at the church
Contact: Jess Rammel at Church Office 419-394-5050

Cross-Cultural Outreach – assist in welcoming and serving those in our community from various ethnic backgrounds
Contact: Church Office 419-394-5050

Appalachian Outreach (Henderson Settlement) – Christian outreach to the Henderson Settlement in Frakes, Kentucky
Contact: Dan Tebbe 419-953-7902

Fellowship Sundays – helps organize fellowship time after mass on Sundays once a month

Contact: Church Office 419-394-5050

Religious Education (Contact for all: Nan Mielke at Church Office - 419-394-5050)

Jesus and Me – provide religious education to Pre-K students on Sundays twice a month at 11:00

Teach CCD (1-12) – provide religious education for public school students on Wednesday evenings during school year

Sub/Helpers – assist Religious Education teachers

Vacation Bible School – assist in Vacation Bible School one week during the summer for Pre-K students

Totus Tuus - assist the *Totus Tuus* team one week during the summer for students in grades 1-12

Teach Adult Faith Studies – provide instruction on various topics through the year to help adults increase knowledge and appreciation of sacred scripture and teachings of the Church

OCIA Instructor (formerly RCIA) – Be part of a team walking with candidates seeking to join the Catholic Church

Marriage Enrichment – assist the Parish Family Asst. Director in providing enrichment programs for married couples
Contact: Church Office at 419-394-5050

Baptism Prep – assist in preparing parents who wish to have their child baptized
Contact: Church Office at 419-394-5050

Men's Fellowship – a faith study and fellowship opportunity for men; meets twice a month on Saturday mornings after mass
Contact: Dr. Todd Spieles 419-733-1349

Committees/Organizations

Finance Committee – meets to discuss financial matters within the parish
Contact: Jess Rammel at Church Office - 419-394-5050

Pastoral Council – one of 3 representatives from our Church (term 3 years) serving on the Family Pastoral Council assisting and advising the Pastor
Contact: Church Office 419-394-5050

Ladies Altar Society - provides community for Catholic women and service to the Lord and His Altar. Meets 7 months a year for lunch, fellowship, and planning
Contact: Teresa Vint 937-475-2338

Maintenance Committee – meets as needed to assist with building maintenance projects within the parish
Contact: Chris Borger at Church Office - 419-394-5050

Stewardship Commission – works to install stewardship as a way of life in the parish community as people graciously share their time, talents, and treasures; meets monthly
Contact: Linda Tebbe 419-733-5849

Holy Rosary School Advisory Board – meets monthly to advise school leadership in the operation of the school

Contact: Lora Krugh at School Office - 419-394-5291

Holy Rosary Team (HRT) – formerly PTO – builds relationships between HR School faculty and school families raising funds and sponsoring events that enrich the school
Contact: Lora Krugh at School Office - 419-394-5291

Environmental

Church Decorating (seasonal) – assist in decorating the church for various liturgical seasons
Contact: Church Office 419-394-5050

General Maintenance – Assist parish maintenance coordinator in completing needed projects on church and school campuses
Contact: Chris Borger at Church Office - 419-394-5050

Landscaping/Grounds Beautification – care for the grounds surrounding the church and school
Contact: Jess Rammel at Church Office - 419-394-5050

Cemetery – assists in maintaining Gethsemane Cemetery
Contact: Deacon Marty Brown at Church Office 419-394-5050

Other

Reverse Raffle – Assists in organization and implementation of the annual Reverse Raffle
Contact: Church Office 419-394-5050

Garage Sale Help – assists in the preparation and operation of the Garage Sale each June
Contact: Stacy Glass 419-733-1838

Blue Knights Boys' Club – meets twice a month for 6 months to provide boys grades K-8 fellowship in a Catholic community
Contact: Matt Brown 419-733-6503

High School Youth Group – meets after CCD on Wednesday evenings to provide high school students fun and fellowship in a Catholic community
Contact: Church Office 419-394-5050

Count Sunday Collection – assists Parish Office in the counting of Sunday collection
Contact: Church Office 419-394-5050

New Member Welcome Committee – welcomes newly enrolled parishioners presenting them with a Welcome Bag with gifts and information regarding our Parish
Contact: Linda Tebbe 419-733-5849

Stewardship:
A Way of Life!

Holy Rosary Church - Stewardship Time and Talent Ministry Sign-Up Sheet.

Name(s) _____
 Address _____ Email address _____
 Cell number _____ Home phone _____

Preferred way to be contacted- email, text, regular mail, phone call (circle one)

Please prayerfully consider volunteering your time by signing up for one or more ministries below. Your help is needed and appreciated. Put (C) behind name if you are currently doing and (I) behind name if interested.

Worship and Spirituality

Who

Altar Server _____
 Extraordinary Minister of Holy Communion (EMHC) _____

 Lector _____
 Usher _____
 Greeter _____
 Sacristan - Mass Set-Up _____
 Lead Rosary Before Mass _____
 Clean Servers' Robes _____
 Adoration/ Holy Hour _____
 Legion of Mary _____
 Patriotic Rosary _____
 Two Hearts Home Enthronement _____

Music Ministry

Who

Cantor _____
 Choir – Adult _____
 Choir – Children's _____
 Instrumentalist _____

Community Outreach

Who

Bereavement Ministry _____
 Funerals - help serve _____
 Funerals - provide dish _____
 Prayer Line - e-mail/phone _____
 Communion to Sick/Homebound _____
 Communion to Hospital _____
 Lead Rosary at Nursing Home _____
 Communion Service at Nursing Home _____
 Circle of Friends (meals to families) _____
 Knights of Columbus _____
 Wedding Assistant/Coordinator _____
 Cross-Cultural Outreach _____
 Appalachian Outreach (Henderson) _____
 Fellowship Sundays _____

Religious Education

Who

Jesus and Me (PreK Sunday School) _____
 Teacher (CCD grades 1-12) _____
 Sub/Helpers _____
 Vacation Bible School _____
Totus Tuus _____
 Adult Faith Studies – lead _____
 OCIA Instructor (former RCIA) _____
 Marriage Enrichment _____
 Baptism Prep _____
 Men's Fellowship _____

Committees/Organizations

Who

Finance Committee _____
 Pastoral Council _____
 Ladies Altar Society _____
 Maintenance Committee _____
 Stewardship Commission _____
 HR School Advisory Board _____
 Holy Rosary Team (HRT) former PTO _____

Environmental

Who

Church decorating (seasonal) _____
 General maintenance _____
 Landscaping/Grounds Beautification _____
 Cemetery _____

Other

Who

Reverse Raffle _____
 Garage Sale Help _____
 Blue Knights Boys' Club _____
 High School Youth Group _____
 Count Sunday Collection _____
 New Member Welcome Ministry _____

Please return this sheet by November 30th to the parish office or in the collection basket. Thank You. Questions? Call Church Office at 419-394-5050.