

Holy Rosary Church – Stewardship Time & Talent Reference Guide

(updated September 2026)

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: Bill Angel 419-236-5218

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: Linda Tebbe 419-733-5849

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: Jerry Tebbe 567-644-8697

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; the sanctification of its members through prayer and active service; meets Thursdays at 9:00 in Upper Room
Contact: Julie Schwieterman 419-305-7937

Patriotic Rosary – participate in a monthly recital of the Patriotic Rosary praying for our country
Contact: Julie Schwieterman 419-305-7937

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: 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 an EMHC
Contact: Joe Kuebler 419-733-4984

Communion to Hospital – takes the Holy Eucharist to parishioners at JTDH one Friday a month; must be an EMHC
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 an 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: Donna Kantner 419-733-4077

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: Jan Bonifas 567-204-8266

Spa for the Soul – assists in the annual dinner/speaker event for ladies of the Parish and surrounding communities
Contact: Church Office 419-394-5050

Agape – help weekly in St. Marys with Food Pantry sorting & organizing food donations and/or with special projects throughout the year in Pantry & Thrift Store
Contact: Dave Helmstetter: 419-733-2291

St. John's Builders – help with needed construction projects in the area
Contact Terry Fisher 419-305-3781

Stephen Ministry - Lay congregation members trained to provide one-to-one Christian care to those experiencing a difficult time in life. Contact Julie Shaffer 419-305-3282

Religious Education (Contact for all grades PK-12: Hyla Benton 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
Contact: Dr. Ken Schmiessing at Church Office 419-586-6648

OCIA Instructor (formerly RCIA) – Be part of a team walking with candidates seeking to join the Catholic Church
Contact: Dr. Ken Schmiessing at Church Office 419-586-6648

Marriage Enrichment – assist the Parish Family Asst. Director in providing enrichment programs for married couples
Contact: Wes Horstman at Church Office 419-586-6648

Baptism Prep – assist in preparing parents who wish to have their child baptized
Contact: Wes Horstman 419-586-6648

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: Jess Rammel at 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

Clean Rectory – assist cleaning crew to help clean the rectory 2 hours semi-monthly
Contact: Deb Stegall 419-733-3486

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

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

Name(s) _____
 Address _____ Cell Number _____
 Email Address _____ 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 _____
 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 _____
 Spa for the Soul _____
 Agape _____
 St. John's Builders _____

Stephen Ministry

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

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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 _____
 Clean Rectory _____
 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 _____

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**Please turn in completed forms to the Holy
Rosary Church Office or place in a collection
basket by October 31. Thank you!**