

Immaculate Conception Church – Stewardship of Time & Talent Reference Guide

LITURGY/WORSHIP

Lector - Introduces the liturgy, reads petitions, and makes announcements. Proclaims the word of God to the assembled community.
Charlie Mescher 419-586-5618

Extra Ordinary Minister of Holy Communion-
Distributes Holy Communion at Mass.
Dr. Ken Schmiesing 419-503-5048

Altar Server - Serves God and His people at the holy sacrifice of the Mass by helping the priest.
Tom & Diane McLaughlin (Adults)
419-586-4682
Parish Office (Youth) 419-586-6648

Gift Bearer - Presents the gifts of the community at Mass. Parish Office 419-586-6648

Usher/Greeter - Greets and helps worshippers gathering for Mass.
Parish Office 419-586-6648

Sacristan - Mass set up. Prepares books, vessels, offertory and ministers for masses
Parish Office 419-586-6648

MUSIC MINISTRY

Adult Choir - Leads congregation in faith-filled singing during the liturgy.
Cindy Van Santvoord 419-586-3455

Resurrection Choir - Enhances the music during the funeral liturgy.
Cindy Van Santvoord 419-586-3455

Children's Choir - Enriches the Eucharistic celebration with song.
Cindy Van Santvoord 419-586-3455

Instrumentalist - Enriches worship through instrumental music.
Cindy Van Santvoord 419-586-3455

Cantor - Leads congregation through song in special prayers.
Cindy Van Santvoord 419-586-3455

SACRAMENTAL ASSISTANCE

Communion to homebound and nursing homes -
Take the Blessed Sacrament to those who are in nursing homes or confined to their homes.
Nursing Home Ron Hoying 419-586-3780
Homebound Parish Office 419-586-6648

Wedding assistant - Assists wedding couples and priests with preparations at the church. Elaine Marbaugh 419-586-6016
Janet Smith 419-586-4169

FUNERAL/BEREAVEMENT

Bereavement Committee - Assists families in mourning with the planning of the funeral liturgy.
Parish Office 419-586-6648

Funeral greeter - Welcomes and assists families and guests at the funeral liturgy.
Jane Cron 419-586-3749

Rosary leader - Leads the rosary in church before the funeral liturgy.
Parish Office 419-586-6648

Funeral Lunch Cook - Provides luncheon for the family after the funeral liturgy.
Parish Office 419-586-6648 Melissa Fent

Funeral Lunch Worker - Assists the funeral lunch cook.
Parish Office-419-586-6648 Melissa Fent

Baker for funeral lunch - Provides baked goods for the funeral lunch.
Parish Office- 419-586-6648

PRAYER

Vocation Cross - Praying as a family for an increase of vocations.
Parish Office 419-586-6648

Prayer line and E-mail prayer line - Prayer support for sick and suffering parishioners.
Parish Office 419-586-6648

Prayer ministry - For all parish members including the elderly and disabled who are not physically able to participate in a ministry. Parish Office 419-586-6648

YOUTH MINISTRY

ICY Youth Group/Leader - Plan and participate in parish youth activities and beyond. Gary Locke 419-953-3178

Cub Scouts, Scouts BSA - Helps boys and girls ages 7-18 grow in strength, knowledge and responsibility.
Rob Heckler (Cub) 419-305-9086
Kay Holubik (BSA) 517-231-0915

Confirmed Youth - Eucharistic Minister, Lector, Commentator, Usher/Greeter - Under Liturgy

RELIGIOUS EDUCATION

Religious Education teacher - Evangelize and teach among children and young adults in grades 1 through 12.
Joyce Johnson 419-586-2370

Religious Education aide - Assists the religious education teacher.
Joyce Johnson 419-586-2370

Children's Liturgy of the Word – Help children understand the Sunday readings at their level. Tiffany Pierstorff 419-586-2370

Vacation Bible School - Help children study the bible through activities and learning.
Tiffany Pierstorff 419-586-2370

Sunday School teacher – Evangelize and teach children age 3 through kindergarten.
Tiffany Pierstorff 419-586-2370

RCIA team member - Walking with candidates seeking to join the Church.
Charlie Mescher 419-586-5618

Adult Education/Bible Study - Learning about the Bible, and increasing our appreciation of sacred scripture.
Charlie Mescher 419-586-5618

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I.C. SCHOOL

PTO - Builds relationships between the I.C. faculty and school families; raises funds to help with school projects; sponsors events that enrich the school.
Heidi Henry 614-787-8153

School Marketing & Enrollment Committee - Works to increase the enrollment of I.C. School.
School Office – 419-586-2379

School Fundraising Committee - Works to generate funds for the continuing mission of I.C. School.
Courtney Rolfes – 419-953-3679

Cafeteria Volunteer - Helping serve school lunch.
School Office 419-586-2379

School Volunteer - Sharing a love of learning with I.C. Students.
Polly Muhlenkamp 419-586-2379

OUTREACH

Parish Festival & Garage Sale - Assist at an annual festival raising funds for the parish and serving as entertainment for parishioners and guests.
Parish Office 419-586-6648

Sewing Circle - Works with others in finishing quilts, in an atmosphere of fellowship.
Diane Martens 419-586-3645

Scouts - Under Youth

Church Tour Guide - Shares with others the beauty and history of the I.C. Church building.
Parish Office 419-586-6648

Transportation Volunteer - Provides transportation to Mass to those parishioners in need.
Parish Office 419-586-6648

Parish mailing/phone call helper - Assists parish staff with bulk mailing preparation or phone calls.
Parish Office 419-586-6648

C.A.L.L. Volunteers – Assists the local needy at the CALL Café, food & clothing pantry, and other community services.
Parish Office 419-586-6648

ENVIRONMENT

Sacristy/Cleaning - Weekly cleaning of the church. Parish Office 419-586-6648

Church decorating - Decorate the church for various liturgical seasons.
Cindy Van Santvoord 419-586-3455
Elaine Marbaugh 419-586-6016

Parish landscaping - Care for the grounds surrounding the church and parish buildings.
Don Reinhart – 419-586-6751

Maintenance Committee- Maintains safe buildings and grounds.
Bill Cook 419-586-1068

Cemetery Board - Maintains the St. Mary's Cemetery Parish office- 419-586-6648

ORGANIZATIONS

St. Vincent de Paul - Outreach to the marginalized of our society.
Jane Mescher 419-586-5618

Altar-Rosary Society - Provides social and spiritual opportunities for the women of the parish and to raise funds for the physical needs of the church.
Lisa Schott 419-234-5748

St. John Builders – Assist with construction projects.
Terry Fisher – 419-305-3781

Knights of Columbus - A Catholic organization that provides spiritual, social and charitable opportunities for men.
Doug Wolters 419-305-0414

COR Men's Formation- To Form and Strengthen Men in faith and virtue as missionary Disciples
Eric Clausen 419-305-3982

Mission Group - Provides outreach locally, nationally and abroad.
Tom Muhlenkamp 419-305-0651

Pastoral Council candidate (an elected position) Provides leadership for the parish and works with the pastor and parish staff.
Parish Office 419-586-6648

Stewardship Commission - Works to instill stewardship as a way of life in the parish community.
Eric Clausen 419-305-3982

Newcomer visitation - Welcomes new people into I.C. Parish.
Beth Smalley 419-305-0845

PARISH LIFE- Organizes social events for parish occasions.
Diane Martens 419-586-3645

Casseroles & Kindness - Provides a caring relationship with members of the parish who may need help.
Beth Smalley 419-305-0845

Christmas Bazaar - Organizes the annual Advent celebration, a parish social function.
Diane Martens 419-586-3645

Soup Sale- Helps to make homemade soups for this winter charity fundraiser.
Diane Martens 419-586-3645

Mardi Gras – Organizes the annual celebration, a parish social function.
Diane Martens 419-586-3645

Immaculate Conception Parish Stewardship of Time and Talents

Name(s) _____
 Address _____
 City _____ Zip _____
 Home Phone # _____ Work Phone # _____
 Cell Phone # _____ Email address _____
 Preferred way to be contacted, please circle one: email or regular mail.
 Please return this sheet by November 30, 2025 to the parish office or in the collection.

USE KEY TO FILL OUT SHEET

A = to remain actively participating
 B = yes, I would like to begin participating
 C = I would like more information
 D = remove my name

Example: A Lector Jane
D Scout Leader Joe

<u>LITURGY/WORSHIP</u>	<u>WHO</u>	<u>PRAYER MINISTRY</u>	<u>WHO</u>	<u>IC SCHOOL</u>	<u>WHO</u>
Lector _____		Vocation Cross _____		PTO _____	
Extraordinary Minister of Holy Communion _____		E-Mail Prayer Line _____		School Marketing & Enrollment Committee _____	
Altar Server (Youth & Adult) _____		Telephone Prayer Line _____		School Fundraising Comm. _____	
Gift Bearer _____		Prayer Ministry _____		School Cafeteria Helper _____	
Usher/Greeter _____				School Volunteer _____	
Sacristan _____					
Please mark the Mass you are willing to help at.		<u>YOUTH MINISTRY</u>		<u>OUTREACH MINISTRY</u>	
_____ Daily Mass _____ Weekend Mass		Youth Ministries _____		Parish Festival _____	
5PM _____ 8AM _____ 11AM _____		Youth - Adult Volunteer _____		Sewing Circle _____	
				Church Tour Guide _____	
		CYO Ministry _____		Transportation _____	
		CYO - Adult Volunteer _____		Parish mailings _____	
		Cub Scouts _____		Parish phone calls _____	
		Scouts BSA _____		CALL Cafe _____	
		Girl Scouts _____		CALL Food/Pantry _____	
		Scouts—Adult Volunteer _____		Mission Commission _____	
<u>MUSIC MINISTRY</u>		<u>RELIGIOUS EDUCATION</u>		<u>ENVIRONMENT</u>	
Adult Choir _____		Religious Ed. Comm. _____		Sacristy Cleaning _____	
Resurrection Choir _____		Relig. Ed. Teacher: _____		Weekly Church Cleaning _____	
Children's Choir _____		Elementary (E) _____		Church Decorating _____	
Instrumentalist _____		Middle School (M) _____		Parish Landscaping _____	
Cantor _____		High School (H) _____		Maintenance Committee _____	
<u>SACRAMENTAL ASSISTANCE</u>		Relig. Ed. Teacher-Assistant: E M H (circle)		Cemetery Board _____	
Communion to Homebound _____		Relig. Ed. Teacher-Sub E M H (circle)		<u>ORGANIZATIONS</u>	
Communion to Nursing Homes _____				St. Vincent de Paul _____	
Wedding Assistants _____				Altar-Rosary Society _____	
<u>FUNERAL/BEREAVEMENT</u>				St. John Builders _____	
Bereavement Comm. _____		Children's Lit. of the Word _____		Knights of Columbus _____	
Funeral Greeter _____		Vacation Bible School: _____ Teacher _____		Bingo _____	
Rosary Leader _____		Assistant _____		COR Men's Formation _____	
Funeral Lunch Cook _____		Sunday Preschool Teacher _____		Pastoral Council _____	
Funeral Lunch Worker _____		Preschool Assistant _____		Stewardship Commission _____	
Bake cake for funeral lunch _____		OCIA _____		Newcomer Visitation _____	
		Bible Study _____		Parish Life _____	
		Adult Faith Formation _____		Casserole & Kindness _____	
				Parish Coffee Host/Hostess _____	
				Mardi Gras _____	
				Christmas Bazaar _____	