

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. Parish Office (Adults & 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. Parish Office 419-586-6648

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

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 - Extraordinary Minister, Lector, Commentator, Usher/Greeter - Under Liturgy

Mary Butturini 567-279-4753

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

OCIA team member - Walking with candidates seeking to join the Church.

Dr. Ken Schmiesing 419-503-5048

Adult Education/Bible Study - Learning about the Bible, and increasing our appreciation of sacred scripture.

Charlie Mescher 419-586-5618

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

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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

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

Henderson Settlement- Christian outreach to the
Henderson Settlement in Frakes,
Kentucky

Dan Tebbe 419-953-7902

Stephen Ministry- St Isidore the Farmer Family
has trained Stephen ministers who listen
and walk alongside you as you deal with
life's challenges

Julie Shaffer 419-305-3282

Parish mailing - Assists parish staff with bulk
mailing preparation

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 419-790-3699

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

ORGANIZATIONS

St. Nicholas Ministry - Outreach to the
marginalized of our society.

Jane Mescher 419-586-5618

Altar-Rosary Society – Foster faith, fellowship
and service among the women of the
parish while supporting the needs of our
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 Commission - Provides outreach
locally, nationally and abroad.

Melissa Fent 419-586-6648

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

Welcome visitation – Connecting with new
members and returning members to our
Family Beth Smalley 419-305-0845

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

Casseroles & Kindness - Provides a meal for
members of our Family who may need
fellowship, welcoming and support
Beth Smalley 419-305-0845

Christmas Bazaar –

1-Assist with food preparation, serving
and clean-up during annual event
Diane Martens 419-586-3645

2-Assist with set-up, working day of
event and take down on Monday
afternoon

Lisa Schott 419-234-5748

Mary Butturini 567-279-4753

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 _____
Cell Phone # _____
Home Phone # _____
Email address _____

Preferred way to be contacted, please circle one: email or regular mail. Please return this sheet by October 31 2026 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

LITURGY/WORSHIP WHO

____ Lector _____
____ Extraordinary Minister of Holy Communion _____
____ Altar Server (Youth & Adult) _____
____ Gift Bearer _____
____ Usher/Greeter _____
____ Sacristan _____

Please mark the Mass you are willing to help at.

____ Daily Mass ____ Weekend Mass
5PM ____ 8AM ____ 11AM ____

MUSIC MINISTRY

____ Adult Choir _____
____ Resurrection Choir _____
____ Children's Choir _____
____ Instrumentalist _____
____ Cantor _____

SACRAMENTAL ASSISTANCE

____ Communion to Homebound _____
____ Communion to Nursing Homes _____
____ Wedding Assistants _____

FUNERAL/BEREAVEMENT

____ Bereavement Comm. _____
____ Funeral Greeter _____
____ Rosary Leader _____
____ Funeral Lunch Cook _____
____ Funeral Lunch Worker _____
____ Bake cake for funeral lunch _____

PRAYER MINISTRY

____ Vocation Cross _____
____ E-Mail Prayer Line _____
____ Telephone Prayer Line _____

YOUTH MINISTRY

____ Youth Ministries _____
____ Youth - Adult Volunteer _____
____ CYO Ministry _____
____ CYO - Adult Volunteer _____
____ Cub Scouts _____
____ Scouts BSA _____
____ Scouts—Adult Volunteer _____

RELIGIOUS EDUCATION

____ Religious Ed. Comm. _____
Relig. Ed. Teacher: _____
____ Elementary (E) _____
____ Middle School (M) _____
____ High School (H) _____
Relig. Ed. Teacher-Assistant: E M H (circle) _____

Relig. Ed. Teacher-Sub E M H (circle) _____

____ Children's Lit. of the Word _____

Vacation Bible School: ____ Teacher _____
____ Assistant _____
____ Sunday Preschool Teacher _____
____ Preschool Assistant _____
____ OCIA _____
____ Bible Study _____
____ Adult Faith Formation _____

IC SCHOOL WHO

____ PTO _____
____ School Marketing & Enrollment Committee _____
____ School Fundraising Comm. _____
____ School Cafeteria Helper _____
____ School Volunteer _____

OUTREACH MINISTRY

____ Parish Festival _____
____ Sewing Circle _____
____ Church Tour Guide _____
____ Transportation _____
____ Parish mailings _____
____ CALLCafe _____
____ CALL Food/Pantry _____
____ Mission Commission _____
____ Stephen Ministries _____
____ Henderson Settlement _____

ENVIRONMENT

____ Sacristy Cleaning _____
____ Weekly Church Cleaning _____
____ Church Decorating _____
____ Parish Landscaping _____
____ Maintenance Committee _____
____ Cemetery Board _____

ORGANIZATIONS

____ St. Nicholas Ministry _____
____ Altar-Rosary Society _____
____ St. John Builders _____
____ Knights of Columbus _____
____ COR Men's Formation _____
____ Pastoral Council _____
____ Stewardship Commission _____
____ Welcome Visitation _____
____ Parish Life _____
____ Casserole & Kindness _____
____ Parish Coffee Host/Hostess _____
____ Mardi Gras _____
____ Christmas Bazaar 1 _____
____ Christmas Bazaar 2 _____