

Our Lady of Guadalupe 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 419-586-6648 or Carolyn Wynn

Adult Server – serves God and His people at the holy sacrifice of the Mass by helping the priest on weekdays and funerals.

** training required Contact: Church Office 419-586-6648

Extraordinary Minister of the Holy Communion (EMHC) – distributes Holy Communion at Mass ** training required
Contact: Church Office 419-586-6648 or Carolyn Wynn

Lector – proclaims the Word of God to the assembled community and makes announcements ** training required
Contact: Church Office 419-586-6648 or Carolyn Wynn

Usher – helps worshipers gathering for Mass, leads the collection, dismisses rows for Communion, & hands out bulletins after mass
Contact: Church Office 419-586-6648 or John Dorsten

Greeter – Arrives 20 minutes before mass to open doors and greet worshipers
Contact: Church Office 419-586-6648 or Ashley Stachler

Sacristan – Cleaning of the Sacristy and Sanctuary, as needed, cares for the purificator and corporals, takes server robes home to wash and return for Mass Contact Church Office 419-586-6648 or Lynn Klosterman

Mass Set-up – sets up the Credence table with mass vessels and properly removes vessels after Mass **training required
Contact – Church Office 419-586-6648 or Lynn Klosterman

Lead Rosary – leads the Rosary 30 minutes before Mass
Contact: Church Office 419-586-6648 or

Adoration/Holy Hour – commits to an hour a week in the Adoration Chapel or during Friday Holy Hours
Contact: Mary at the Church Office 419-586-6648

Music Ministry (contact for all: Lee Ann Dorsten or Cindy Ebbing)

Adult Choir – leads congregation in faith-filled singing

Funeral Choir - leads congregation in faith-filled singing at funerals

Youth 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 419-586-6648 or Linda Schulze

Funerals – Help Serve – assists at funeral lunches
Contact: Church Office 419-586-6648 or Janet Barhorst and Cindy Koester

Funerals – Provide Dish – provides side dishes and/or desserts for funeral lunches
Contact: Church Office 419-586-6648 or Janet Barhorst and Cindy Koester

Prayer Line email/phone – prayer support for sick and suffering parishioners
Contact: The Church Office 419-586-6648 or Lynn Klosterman

Communion to Sick/Homebound – takes the Holy Eucharist to homebound individuals once a week; must be a EMHC
Contact: Church Office 419-586-6648 or LeeAnn Schwieterman

Cards to the Homebound – Send greeting cards for special holidays and birthdays. Contact the Church Office 419-586-6648 or Lynn Klosterman

Cross-Cultural Outreach – assist in welcoming and serving those in our community from various ethnic backgrounds
Contact: Church Office 419-586-6648

Religious Education

(Contact for all: the Church Office 419-586-6648 or Carolyn Wynn)

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

Sub/Helpers – assist Religious Education teachers

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: Wes Horstman at Church Office at 419-586-6648

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

Committees/Organizations

CYO – For the youth who would like to join in with faith fellowship. Contact the Parish office 419-586-6648

CYO Coach – For the youth who would like to join in with faith fellowship and basketball. Contact the Parish office or Matt Heckler

Finance Committee – meets to discuss financial matters within the parish
Contact: Church Office – 419-586-6648

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 419-586-6648

Christian Mothers/Altar Rosary - provides community for Catholic women and service to the Lord and His Altar. Meets throughout the year for lunch, fellowship, and planning.
Contact: Allison Schwieterman

Holy Name Sodality - provides community for Catholic men and service to the Lord and His Altar. Meet throughout the year for Brunch, fellowship, and planning.
Contact: Dave Axe

Maintenance Committee – meets as needed to assist with building maintenance projects within the parish
Contact: Church Office 419-586-6648 or John Dorsten

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 Church Office 419-586-6648 or Denny Muhlenkamp

Environmental

Church Decorating (seasonal) – assist in decorating the church for various liturgical seasons
Contact: the Church Office 419-586-6648 or Janet Niekamp

General Maintenance – Assist parish maintenance coordinator in completing needed projects on church and school campuses
Contact John Dorsten

Landscaping/Grounds Beautification – care for the grounds surrounding the church and school
Contact: Paul Dwenger or Church Office 419-586-6648

Other

Count Sunday Collection – assists Parish Office in the counting of Sunday collection
Contact: Doug Klosterman or Church Office 419-586-6648

New Member Welcome Committee – welcomes newly enrolled parishioners presenting them with a Welcome Bag with gifts and information regarding our Parish
Contact: Ashley Stachler or the Church Office 419-586-6648

Stewardship:
A Way of Life!

OUR LADY OF GUADALUPE MINISTRIES

2025 Mass preference Saturday_____ Sunday_____ Either_____

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

NAME: _____ PHONE: _____

WORSHIP MINISTRIES:

- | | |
|--|--|
| <input type="checkbox"/> Adult Choir | <input type="checkbox"/> Ushers |
| <input type="checkbox"/> Funeral Choir | <input type="checkbox"/> Weekend Lectors |
| <input type="checkbox"/> Youth Choir | <input type="checkbox"/> Weekday Lector |
| <input type="checkbox"/> Organist/Pianist/ Other Instruments | <input type="checkbox"/> Extraordinary Ministers of Holy Communion |
| <input type="checkbox"/> Cantor/ Song Leader | <input type="checkbox"/> Gift Bearer |
| <input type="checkbox"/> Mass Server (Youth) | <input type="checkbox"/> Mass Assistant |
| <input type="checkbox"/> Mass Server (Adult) | <input type="checkbox"/> Way of Cross Leader |
| <input type="checkbox"/> Mass Server (Funeral) | <input type="checkbox"/> Sacristan |
| <input type="checkbox"/> Liturgy of the Word for Children | <input type="checkbox"/> Wedding Assistant |
| <input type="checkbox"/> Vocation Prayer Family | <input type="checkbox"/> Greeter |
| <input type="checkbox"/> Lead Rosary | <input type="checkbox"/> Adoration / Holy Hour |

EDUCATION MINISTRIES:

- | | |
|---|---|
| <input type="checkbox"/> CCD Teacher | <input type="checkbox"/> Education Commission |
| <input type="checkbox"/> CCD Substitute | <input type="checkbox"/> CCD Aid |
| <input type="checkbox"/> Baptismal Instruction Leader | <input type="checkbox"/> Marriage Enrichment |
| <input type="checkbox"/> OCIA (Formerly RCIA) | <input type="checkbox"/> Adult Faith Foramation |

SHARED RESPONSIBILITIES MINISTRIES:

- | | |
|--|--|
| <input type="checkbox"/> Pastoral Council | <input type="checkbox"/> Worship Commission |
| <input type="checkbox"/> Finance Commission | <input type="checkbox"/> Mission Commission |
| <input type="checkbox"/> Building & Grounds Commission | <input type="checkbox"/> Funeral Lunch Committee |
| <input type="checkbox"/> Youth Group- Leader | <input type="checkbox"/> Cemetery Committee |
| <input type="checkbox"/> Youth Group- Coach | <input type="checkbox"/> Stewardship Commission |
| <input type="checkbox"/> Bereavement | |

GROUP AND ORGANIZATIONS:

- | | |
|--|---|
| <input type="checkbox"/> Christian Mothers/ Altar Rosary | <input type="checkbox"/> Holy Name |
| <input type="checkbox"/> CYO | <input type="checkbox"/> Prayer Request Line |
| <input type="checkbox"/> Pro Life Committee | <input type="checkbox"/> Serra Club (Vocations) |

PARISH MAINTENANCE:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Flower Beds | <input type="checkbox"/> General Maintenance |
| <input type="checkbox"/> Electrical | |

Please return this sheet by November 30th to the parish office or in the collection basket. Thank You.