

Our Lady of Guadalupe 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 419-586-6648 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

Adoration/Holy Hour – commits to an hour a week in the during our scheduled time

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

Stewardship:

A Way of Life!

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

Birds, Bees & Butterflies Nature Garden

If interested in helping with this Nature Garden contact Tom Buschur 419-733-1762

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

OUR LADY OF GUADALUPE MINISTRIES

2027 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:

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

EDUCATION MINISTRIES:

- | | |
|----------------------------------|---------------------------|
| ___ CCD Teacher | ___ Education Commission |
| ___ CCD Substitute | ___ CCD Aid |
| ___ Baptismal Instruction Leader | ___ Marriage Enrichment |
| ___ OCIA (Formerly RCIA) | ___ Adult Faith Formation |

SHARED RESPONSIBILITIES MINISTRIES:

- | | |
|-----------------------------------|---|
| ___ Pastoral Council | ___ Worship Commission |
| ___ Finance Commission | ___ Mission Commission |
| ___ Building & Grounds Commission | ___ Funeral Lunch Committee |
| ___ Youth Group- Leader | ___ Cemetery Committee |
| ___ Youth Group- Coach | ___ Stewardship Commission |
| ___ Bereavement | ___ Birds, Bees & Butterfly Nature Garden |

GROUP AND ORGANIZATIONS:

- | | |
|-------------------------------------|----------------------------|
| ___ Christian Mothers/ Altar Rosary | ___ Holy Name |
| ___ CYO | ___ Prayer Request Line |
| ___ Pro Life Committee | ___ Serra Club (Vocations) |

PARISH MAINTENANCE:

- | | |
|-----------------|-------------------------|
| ___ Flower Beds | ___ General Maintenance |
| ___ Electrical | |

Please return this sheet by October 31st to the parish office or in the collection basket. Thank You.