

# St. Patrick 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 419-394-5050 or Jim Heilers

**Extraordinary Minister of the Holy Communion (EMHC)** – distributes Holy Communion at Mass \*\* training required  
Contact: Church Office 419-394-5050 or Virgil Brown

**Lector** – proclaims the Word of God to the assembled community and makes announcements \*\* training required  
Contact: Church Office 419-394-5050 or Linda Lunz

**Usher** – helps worshipers gathering for Mass, leads the collection, dismisses rows for Communion, & hands out bulletins after mass  
Contact: Church Office 419-394-5050 of Tom Naseman

**Greeter** – Arrives 20 minutes before mass to open doors and greet worshipers  
Contact: Church Office 419-394-5050 or Tom Naseman

**Sacristan/Mass Set-up** – sets up the Credence table with mass vessels and properly removes vessels after Mass  
\*\*training required  
Contact – Church Office 419-394-5050 or Virgil Brown

**Lead Rosary** – leads the Rosary 30 minutes before Mass  
Contact: Church Office 419-394-5050 or Virgil Brown

**Server Robes and Vestments-** Volunteer is needed to periodically straighten and launder as needed.  
Contact: Church Office 419-394-5050 or Irene Heilers

**Adoration/Holy Hour** – commits to an hour a week in the during Thursday Holy Hour Contact the Church Office 419-394-5050 or Janet Ott for adorers or Jim Heilers for servers and set up.

**Music Ministry** (contact for all: Stacy Smith)

**Cantor** – leads congregation through songs and special prayers, including the Responsorial Psalm

**Choir** – leads congregation in faith-filled singing

**Choir** – Youth 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: Church Office 419-394-5050 Ellen Brown

**Funerals – Provide Dish** – provides side dishes and/or desserts for funeral lunches  
Contact: Church Office 419-394-5050 Ellen Brown

**Prayer Line email/phone** – prayer support for sick and suffering parishioners  
Contact: Church Office 419-394-5050 or Missy Chalk

**Communion to Sick/Homebound** – takes the Holy Eucharist to homebound individuals once a week; must be a EMHC  
Contact: Church Office 419-394-5050 or Linda Lunz

**Lead Rosary at the Nursing Home** – Leads the rosary at one area nursing home once a week  
Contact Church Office 419-394-5050 or Ann Leinweber

**Cross-Cultural Outreach** – assist in welcoming and serving those in our community from various ethnic backgrounds  
Contact: Church Office 419-394-5050

**Auglaize County Council on Aging.** We will provide lunch for approximately 50 seniors. St. Patrick's Ladies Sodality will pay for food expenses. Volunteers are needed to prepare and to serve food. Sandwiches, fruit, salads and desserts are served. If you are unable to help but could donate food items that would be appreciated.

## Religious Education

(Contact for all: Church Office 419-394-5050 or Missy Chalk)

**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.  
Contact the Church Office at 419-394-5050 or Virgil Brown

**OCIA Instructor (formerly RCIA)** – Be part of a team walking with candidates seeking to join the Catholic Church  
Contact the Church Office at 419-394-5050 or Virgil Brown

**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: Patti at the Church Office 419-394-5050

## Committees/Organizations

**Finance Committee** – meets to discuss financial matters within the parish  
Contact: Kevin Ott or the 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

**Women's Group** - provides community for Catholic women and service to the Lord and His Altar. Meets 3 times a year for lunch, fellowship, and planning.  
Contact: Judy Steinke

**Maintenance Committee** – meets as needed to assist with building maintenance projects within the parish  
Contact: Ed Poeppelman or the 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 Judy Steinke or the Church Office 419-394-5050

### Environmental

**Church Decorating (seasonal)** – assist in decorating the church for various liturgical seasons  
Contact: Missy Chalk or the Church Office 419-394-5050

**General Maintenance** – Assist parish maintenance coordinator in completing needed projects on church and school campuses  
Contact: Ed Poeppelman

**Landscaping/Grounds Beautification** – care for the grounds surrounding the church and rectory doing any necessary weeding and deadheading for a month. An automatic watering system has been installed.  
Contact: Mary Cogan or Church Office 419-394-5050

**Cemetery -**

### Other

**Count Sunday Collection** – assists Parish Office in the counting of Sunday collection  
Contact Jim Heilers or the 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: Judy Steinke at the Church Office 419-394-5050

### Social Events

**Easter Egg Hunt** – Committee sets up Easter egg hunt for children. Parishioners donate the Candy for eggs.

**Candy Sales** – Volunteers are needed to sell and bag candy. The candy sale will be in the fall.

**Donut Sunday-** On the 4th Sunday of the month (April - October) donuts and drinks served after the 9:30 a.m. mass. A standing order is made at Pantry Pride in St. Mary's and donuts just need picked up. Parish pays for the donuts, juice, milk and coffee, which are served and all paper products are supplied by parish)

**Parish Pizza Party-** Held as a summer party for St. Patrick's parishioners. Committee selects date and games to play. Help is needed for set up and tear down. Parishioners donate fruit & desserts. Parish buys pizza and drinks.

**Lenten Lunch-** Make jello during a Wednesday during Lent and serve at the Ecumenical service at St. Joseph Church Wapakoneta.

### **Mary Service**

**Halloween Party** - Sodality makes Halloween treat bags for CCD students. Candy is donated by parishioners or paid for by Sodality. Snacks provided to high school students - cookies, popcorn, punch

**Graduation Breakfast** - Committee members serve breakfast to the seniors of St. Patrick's. Food items are donated or paid for by Ladies Sodality.

Stewardship:  
A Way of Life!

# St. Patrick Church- 2024-25 Stewardship Time and Talent Ministry Sign Up Sheet.

Name \_\_\_\_\_ Email address \_\_\_\_\_

Cell \_\_\_\_\_ 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. Put (C) behind name if you are currently doing and (I) behind name if interested. Your help is needed and appreciated.*

## **Worship and Spirituality**

### **Who**

Adult Altar Server \_\_\_\_\_

Extraordinary Minister of Holy Communion \_\_\_\_\_

Lector \_\_\_\_\_

Usher \_\_\_\_\_

Greeters \_\_\_\_\_

Sacristan- Mass set-up \_\_\_\_\_

Sacristy- Clean Altar Linens \_\_\_\_\_

Lead Rosary before mass \_\_\_\_\_

Clean Servers' robes \_\_\_\_\_

Adoration/ Holy Hour \_\_\_\_\_

Children's Liturgy \_\_\_\_\_

## **Music Ministry**

### **Who**

Cantor \_\_\_\_\_

Choir Adult \_\_\_\_\_

Choir Children \_\_\_\_\_

Instrumentalist \_\_\_\_\_

Organist \_\_\_\_\_

## **Religious Education**

### **Who**

Teacher (PreK-6) \_\_\_\_\_

Teacher (7-12) \_\_\_\_\_

Sub/helpers \_\_\_\_\_

Vacation Bible School \_\_\_\_\_

Adult Faith Formation/OCIA \_\_\_\_\_

## **Youth Ministries**

### **Who**

Children's Liturgy \_\_\_\_\_

Altar Server \_\_\_\_\_

## **Other**

### **Who**

\_\_\_\_\_

## **Social Events**

### **Who**

Easter Egg Hunt \_\_\_\_\_

Candy Sales \_\_\_\_\_

Donut Sunday \_\_\_\_\_

Pizza Party \_\_\_\_\_

Lenten Lunch \_\_\_\_\_

Halloween Party \_\_\_\_\_

Graduation Party \_\_\_\_\_

## **Committees**

### **Who**

Finance Committee \_\_\_\_\_

Pastoral Council \_\_\_\_\_

Ladies Sodality \_\_\_\_\_

Maintenance Committee \_\_\_\_\_

Stewardship Commission \_\_\_\_\_

Cross Cultural Outreach \_\_\_\_\_

We Walk by Faith \_\_\_\_\_

Marriage Enrichment \_\_\_\_\_

## **Community Outreach**

### **Who**

Count Sunday Collection \_\_\_\_\_

Bereavement Ministry \_\_\_\_\_

Funerals- help serve \_\_\_\_\_

Funerals- provide dish \_\_\_\_\_

Prayer line- e-mail/phone \_\_\_\_\_

Communion to sick/homebound \_\_\_\_\_

Lead rosary at Nursing home \_\_\_\_\_

Meals to Parishioners in Need \_\_\_\_\_

Auglaize County Council on Aging \_\_\_\_\_

## **Environmental**

### **Who**

Church decorating \_\_\_\_\_

General maintenance \_\_\_\_\_

Landscaping \_\_\_\_\_

Cemetery \_\_\_\_\_

Clean Rectory \_\_\_\_\_

**Please return this sheet by November 30<sup>th</sup> to the parish office or in the collection basket. Thank You.**