

St. Patrick 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 419-394-5050 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/Greeter – Arrives 20 minutes before mass to open doors and greet worshipers helps them gathering for Mass, leads the collection, dismisses rows for Communion, & hands out bulletins after mass
Contact: Church Office 419-394-5050 of 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

Periodically straighten and launder as needed.

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)

Choir – Youth leads congregation in faith-filled singing

Organist – enriches worship through instrumental music

Community Outreach

FUNERAL COMMITTEE - Volunteers are needed to make desserts for the funeral meal held at Holy Rosary basement. A set menu has been made for families to choose from. Servers for the meal are also needed.

A volunteer is also needed to be a Greeter at funerals. This person(s) would help visitors find a seat and clean up after the funeral mass etc.

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

SICK OR HOMEBOUND (prepare dishes)

Volunteers make a meal for parishioner's needing assistance.

SICK OR HOMEBOUND - (Visits)

Volunteers visit parishioners who are home due to surgery or illness

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 – Volunteers will do any necessary weeding and deadheading for a month.

Contact: Mary Cogan or Church Office 419-394-5050

Cemetery- Contact the Church Office 419-394-5050 or Jim Heilers

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 and Ladies Sodality donate Candy for the 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 by volunteering families. Responsibilities include set up and tear down (tables, trash cans 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, and punch

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

CHRISTMAS PARTY FOR CCD STUDENTS-

Provide cookies, punch, paper plates, napkins and cups for Christmas Play

Stewardship: A Way of Life!

St. Patrick Church- 2026-27 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 _____

Adoration/ Holy Hour _____

Music Ministry

Who

Choir Children _____

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

See attached sheets

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 _____

Lead rosary at Nursing home _____

Environmental

Who

Church decorating _____

General maintenance _____

Landscaping _____

Cemetery _____

Clean Rectory _____

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