

St. Teresa 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 Melissa Fent

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

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

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

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

Sacristan/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 Melissa Fent

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

Cleans Server Robes – as needed, takes server robes home to wash and return for Mass
Contact: Church Office 419-586-6648 or Suzie Blucker

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: Joyce Mosier)

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

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 Melissa Fent

Funerals – Help Serve – assists at funeral lunches
Contact: Church Office 419-586-6648

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

Prayer Line email/phone – prayer support for sick and suffering parishioners
Contact: Mary at the Church Office 419-586-6648

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

Lead Rosary at the Nursing Home – Leads the rosary at one area nursing home once a week
Contact Melissa at Church Office 419-586-6648

Communion Service at Nursing Home – Conduct a Communion Service at one area nursing home once a month; must be a EMHC
Contact: Melissa at Church Office 419-586-6648

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: Mary at the Church Office 419-586-6648)

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: Mary at the Church Office 419-586-6648

Committees/Organizations

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

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: Amber Matraw

Maintenance Committee – meets as needed to assist with building maintenance projects within the parish

Contact: Mary at the Church Office 419-586-6648

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 Melissa Fent at the Church Office 419-586-6648

Environmental

Church Decorating (seasonal) – assist in decorating the church for various liturgical seasons

Contact: Mary at the Church Office 419-586-6648

General Maintenance – Assist parish maintenance coordinator in completing needed projects on church campus

Contact: Mike Blucker

Landscaping/Grounds Beautification – care for the grounds surrounding the church and school

Contact: Eric Vian or Church Office 419-586-6648

Other

Count Sunday Collection – assists Parish Office in the counting of Sunday collection

Contact: Mary at the 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: Melissa Fent at the Church Office 419-586-6648

Stewardship:
A Way of Life!

St. Teresa Church- 2025-26 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 (EMHC) _____

Lector _____

Usher _____

Sacristy- Mass set-up _____

Sacristy- Clean Altar Linens _____

Lead Rosary before mass _____

Greeter / Honor Family _____

Adoration / Holy Hour _____

Clean Servers' robes _____

Music Ministry

Who

Cantor _____

Choir _____

Instrumentalist _____

Organist _____

Religious Education

Who

Teacher (PreK-6) _____

Teacher (7-12) _____

Sub/helpers _____

Adult Faith Formation _____

OCIA Instructor _____

Youth Ministries

Who

Youth Group (grades 7-12) _____

Altar Server _____

Eucharistic Minister * _____

Lector* _____

Usher* _____

Adult Volunteer for Youth _____

*- Confirmed High School Students

Social Events

Who

Community Days (Hamburger Stand) _____

Family Fun Night _____

Easter Candy Sales _____

Chili Supper (Women's group activity) _____

Monthly Money Madness Fundraiser _____

Committees

Who

Finance Committee _____

Pastoral Council _____

Women's Group _____

Maintenance Committee _____

Stewardship Commission _____

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 _____

Environmental

Who

Clean church and sacristy _____

Clean church basement _____

Church decorating _____

General maintenance _____

Landscaping _____

Other

Who

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