

# Parish Ministries

The mission of the Catholic Church is to help people to have an encounter with the living God that gives meaning and hope to their lives. Through this relationship individuals can experience forgiveness, healing, belonging and hope. These experiences become the inspiration for individuals to recognize their role within the community and so become witnesses to others of how they have been changed by the person of Christ. Our parish ministries carry out the mission of the parish, which is at the service of this greater mission of the Church. This means that the ministries of our parish should provide ways that individuals can encounter the person of Jesus Christ.

Because we are united in our mission, parish groups should be accountable to the parish at large and to the Pastor by offering regular reports to the Parish Pastoral Council that illustrate the fruitfulness of their ministry. To facilitate communication and coordination, the ministries and activities of Annunciation Parish are organized by vision committee. It is essential that groups and organizations within our parish operate in tandem with the other ministries of our parish. Only in this way can we have a comprehensive approach to our method of evangelization and inviting people to a personal relationship with Christ through the community of Annunciation Parish.

Annunciation Catholic School at Holy Spirit and Annunciation Catholic School at Christ the King are central to the mission of our parish. Providing a quality Catholic education to the families of our community is a ministry that requires the active commitment of all parishioners. The School Council and the principals at each campus work closely with the Parish Pastoral Council.

## Parish Pastoral Council Members

Jim Muehlbauer  
Brandon Field  
Sheri Barron  
Tom Falkenstein  
Yvette Turnbaugh  
Lisa Ziemer

Virginia Cook  
Ellen Hegeman  
Julie Brandon  
Roland Rosario  
Amy Cron  
Scott Stratman

## Guidelines for Parish Ministry Leaders

Annunciation Parish values its ministry leaders' commitment of time and talent and recognizes the important role our ministries play in supporting our mission. The following guidelines are designed to provide the information and support you need to carry out your ministry.

- Announcements to be included in the Sunday bulletin, on the parish website, and on our social media sites should be submitted to the Parish Center Office. These can be dropped by or emailed to Diana Braun, [dbraun@evdio.org](mailto:dbraun@evdio.org).
- If you require parish facilities for a meeting or activity, please contact the Parish Center Office to make sure of availability and to reserve the space. Please see our website for facility use guidelines.
- If adults in your group will be working with youth in any way, it will be necessary for these adults to complete safe environment training, which includes a background check. The safe environment program at the parish is overseen by Evangelization Coordinator, Missy Parkison, [mparkison@evdio.org](mailto:mparkison@evdio.org). Missy can be reached by phone at the Parish Center Office.

- If you are planning a fundraiser or event, please submit a Parish Event Form. Along with this form, planning guidelines are provided on our website. The Parish Event Form must be submitted and approved at least two months prior to any parish sponsored fundraiser or event. This would include school fundraisers and events. The form can be submitted from the website or downloaded and returned.
- Ministry leaders will have an opportunity to submit their expectations with regards to expenses and income to the Finance Council each year. Please contact Virginia Ertel in the Parish Center Office for information on reimbursement and other financial policies.
- Ministries and other parish activities are organized at Annunciation Parish by Vision Committee. Vision Committees meet at least quarterly. Ministry leaders will be asked to contribute to a periodic report to the Parish Pastoral Council via their Vision Committee Chair.
- Ministry leaders are encouraged to participate in the annual parish ministry celebration and to regularly share information about ministry activities and opportunities for involvement through parish communication outlets. Engagement in parish ministry should be inclusive and efforts to broaden this engagement ongoing.
- The staff of Annunciation Parish are here to support your work. Please contact us if you need support of any kind.

## Vision Committees

Annunciation Parish is dynamic! Listings under each Vision Committee are not exhaustive, with new events and ministries being added and existing ones evolving periodically. Please send any changes of information to Evangelization Coordinator, Missy Parkison, [mparkison@evdio.org](mailto:mparkison@evdio.org).

### **Spiritual Growth & Worship**

Parish Council Liaison Brandon Field (773/206-4523, [bfield@gmail.com](mailto:bfield@gmail.com)); Chair, Kristy Davidson (812/963-5532, [davidsonkg@hotmail.com](mailto:davidsonkg@hotmail.com))

To foster the spiritual growth of every member of Annunciation Parish through good and faithful liturgy, continued education opportunities and active participation in parish liturgies.

- Liturgical Environment (includes church decorating and cleaning, care of altar linens, and other care of the liturgical environment)
- Liturgical Experience (includes Music Ministry, Sacristans, Extraordinary Ministers of Holy Communion, Greeters & Ushers, Lectors, Servers/Adult Servers, and Wedding Planning)
- Adoration of the Blessed Sacrament
- Adult Faith Formation
- Religious Education
- Prayer Network

### **Hospitality**

Parish Council Liaison Sheri Barron (812/401-7164, [sbarron61@gmail.com](mailto:sbarron61@gmail.com)); Chair, Jayma Schmidt (812/477-8440, [jaymaschmidt@yahoo.com](mailto:jaymaschmidt@yahoo.com))

To develop a sense of hospitality within our parish so that all will feel welcome and will discover their role in our parish family by providing receptions and dinners to facilitate social interaction; and by reaching out to new members of our parish.

- Hospitality Weekends
- Parish Dinners
- New Member Welcome
- Trivia Night
- Otters Night

### **Sense of Belonging**

Parish Council Liaison Julie Brandon (812/471-8745, dbrandonjab@aol.com); Chair, Greg Ford (812/491-9097, gford822@gmail.com)

To nurture a spirit of cooperation among our parishioners so that each individual desires to be a part of what we do in our parish. We do this by caring for one another's overall wellbeing, uncovering each other's gifts and providing opportunities for people of every age to find their place at Annunciation Parish.

- Bereavement Support and Dinners
- Health & Wellness
- Quilters
- Men's Ministry
- Youth Ministry
- Summer Social
- Mother's Group

### **Facilities**

Parish Council Liaison Roland Rosario (812/319-9842, roland.rosario@gmail.com); Chair, Kirk Freeman (812/402-2292, freemkr@hotmail.com)

To maintain and improve the facilities that we have been given by making long-range plans for our campuses, tending to the general maintenance needs that are present and implementing needed capital improvements.

- Long-term planning
- General Maintenance
- Campus Clean-up
- Mowing Teams

### **Fiscal Planning & Fundraisers**

Parish Council Liaison Tom Falkenstein (812/473-1527, tfalk1958@gmail.com); Chair, Tom Falkenstein

To be good stewards of our finances and monitor the health of our financial position by encouraging weekly Sunday giving, planning for the CPC, growing endowments and overseeing effective fundraising efforts.

- Sunday Giving & Catholic Parishes Campaign
- Budget Planning
- Endowments & Planned Giving
- Collection Counters
- Regular Parish Fundraisers

## **Communication**

Parish Council Liaison Lisa Ziemer (812/461-8245, lisa\_hall77@hotmail.com); Chair, Mary Biever (812/401-7716, marybiever@gmail.com)

To communicate to parishioners and beyond the good work that is done at Annunciation Parish by developing and maintaining a long-range technology plan for our parish and school; coordinating a parish directory; and using our website/social media sites effectively.

- Parish and School Technology
- Website and Social Media sites
- Print Communications such as the Bulletin and Newsletter
- Parish Directory

## **Outreach**

Parish Council Liaison Ellen Hegeman (82/476-9811, ehegeman@sbcglobal.net); Chair, Linda Becker (812/867-5211, linda.randybecker@twc.com)

To respond to the Christian command to serve by reaching out to those who are sick or in crisis, caring for those who are less fortunate in our community, tending to the needs of our sister parish in Haiti and defending the dignity of all life from conception to natural death.

- Knights of Columbus
- Camillus Ministry
- Legion of Mary
- St. Vincent de Paul
- If You Can, Bring a Can for St. Vincent de Paul Food Pantry
- Haiti
- Habitat for Humanity
- Dignity of Life
- Meal Ministry
- Angel Tree

## **Parish Ministries and Activities A-Z**

### **Adopt-a-Spot**

Opportunity for parishioners to “adopt-a-spot” on our campuses and maintain these areas. Kirk Freeman, 812/402-2292 (freemkr@hotmail.com); Frank Ehrensbeck, 812/477-1079 (fehrensbeck@yahoo.com)

### **Adoration of the Blessed Sacrament**

Come spend time with our Lord! Regularly scheduled times available at Holy Spirit and Christ the King churches. First Fridays at CTK; Third Tuesdays at HS.

Mary Lou Schmidt, 812/476-9741, CTK campus; Diana Dewig, 812/477-1738, HS campus (ddewig@evdio.org)

### **Adult Faith Formation**

Includes Bible studies, small group faith sharing, and other programming.

Missy Parkison, 812/476-3061 (mparkison@evdio.org)

### Adult Servers

Volunteers serve at funeral masses of deceased parish members.

Vince Sills, 812/491-0925, CTK (sp767@wowway.com); Diana Dewig, 812/447-1738, HS (ddewig@evdio.org)

### Altar Linens

Volunteers help to maintain the quality of all church linens. The linens are washed, pressed, and inspected for flaws.

Michelle Weisman, 812/568-8265, Christ the King Church (mich.weisman@gmail.com); Elizabeth Casteel, 812/477-1738, Holy Spirit Church (ecasteel@evdio.org)

### Altar Servers

Assist the priest at Mass.

Diana Braun, 812/476-3061, CTK (dbraun@evdio.org); Diana Dewig, 812/477-1738, HS (ddewig@evdio.org)

### Angel Tree

During Advent, local agencies which serve the poor submit a list of needed items. Parishioners provide these items, which are then distributed to the agencies.

Peggy Blume, 812/431-2194 (blumepeggy@yahoo.com)

### Bereavement Dinners

Teams of volunteers prepare and serve a meal following the funeral of a deceased parish member.

Julie Brandon, 812/471-8745 (dbrandonjab@aol.com)

### Bereavement Support

Sympathy letters are sent to the bereaved, including a list of local resources. Luncheons and other activities are organized for widows and widowers.

Missy Parkison, 812/476-3061 (mparkison@evdio.org)

### Camillus Ministry

Camillus ministers visit parishioners in the hospital, nursing home, homebound.

Missy Parkison, 812/476-3061 (mparkison@evdio.org)

### Campus Clean-up

Spring and fall opportunities to spruce up Christ the King and Holy Spirit campuses.

Frank Ehrensbeck, 812/477-1079 (fehrensbeck@yahoo.com); Kirk Freeman, 812/402-2292 (freemkr@hotmail.com)

### Children's Liturgy of the Word

Offered at Christ the King Church, September through May, at the 11:00 a.m. Mass. Children's Liturgy of the Word welcomes all children ages 4 through third grade. At the beginning of Mass children are called forward and dismissed with catechists to participate in the Liturgy of the Word. The children return to Mass during the offertory to celebrate the Liturgy of the Eucharist.

Missy Parkison, 812/476-3061 (mparkison@evdio.org)

### Church Cleaning

Volunteers are scheduled to clean the churches as needed.

Jeanie Bockelman, 812/449-2186, CTK Church (jbock420@aol.com); Elizabeth Casteel, 812/477-1738, HS Church (ecasteel@evdio.org)

### Church Decorating

Volunteers maintain the church environment by freshening flowers, rearranging for seasonal decoration, and ensuring that items are properly stored.

Michelle Weisman, 812/568-8265 (mich.weisman@gmail.com) and Joanne Massey, 812/474-1791 (masseyevin@wowway.com), CTK Church; Elizabeth Casteel, 812/477-1738 (ecasteel@evdio.org) and Kristy Davidson, 812/963-5532 (davidsongkr@hotmail.com), HS Church

### Collection Counters

Volunteers gather to count the Sunday collection.

Virginia Ertel, 812/476-3061 (vertel@evdio.org)

### Dignity of Life

Parishioners are invited to grow in their understanding of Church teaching on the dignity of every human life and participate in activities that promote that teaching.

Lynn Deputy, 812/457-9166 (sandldeputy@yahoo.com)

### Extraordinary Ministers of Holy Communion

Ministers assist in the distribution of Holy Communion, according to The General Instruction of the Roman Missal.

Mary Ann Wittgen, 812/477-0595, CTK Church (mawittgen@msn.com); Diana Dewig, 812/477-1738, HS Church (ddewig@evdio.org)

### Facilities General Maintenance

Volunteers offer their service for the general maintenance of the campuses.

Frank Ehrensbeck, 812/477-1079 (fehrensbeck@yahoo.com); Kirk Freeman, 812/402-2292 (freemkr@hotmail.com)

### Facilities Planning

Short and long-term planning for facility maintenance/improvement.

Frank Ehrensbeck, 812/477-1079 (fehrensbeck@yahoo.com); Kirk Freeman, 812/402-2292 (freemkr@hotmail.com)

### Fall Festival Booth

Annual booth at the Westside Nut Club Fall Festival in early October co-sponsored by Marian Educational Outreach. Profits benefit Annunciation Catholic School and MEO.

Shawn Thomas, 812/425-5008 (saspthomas@wowway.com)

### Fiscal Planning

Planning for the fiscal health of Annunciation Parish in accordance with the mission of the parish.

Tom Falkenstein, 812/473-1527 (tfalk1958@gmail.com)

### Fundraisers

Working in various capacities on the fundraisers developed to support the mission of Annunciation Parish.

Tom Falkenstein, 812/473-1527 (tfalk1958@gmail.com)

### Greeters/Ushers

Greet people as they enter church for Mass and assist them in finding a seat. Provide hospitality to visitors. Assist with collection.

Jerry Moeller, 812/477-3434, CTK Church (jcmoeller@att.net); Diana Dewig, 812/477-1738, HS Church (ddewig@evdio.org)

### Habitat for Humanity

Participate in the Catholic Build and fundraisers to pay for decent and affordable homes through Habitat for Humanity of Evansville.

Ginny Cook, 812/477-9160 (dandgc@twc.com)

### Haiti

Our parish has had a relationship with St. Suzanne Parish in Haiti since 1983. Parishioners are provided with opportunities to support the needs of St. Suzanne. Periodic mission trips planned.

Stacey Church, 812/473-4948 (schurch93@aol.com)

### Health and Wellness

Promotes and supports the health and wellness of parishioners and the community. Includes annual Red Cross blood drives.

Missy Parkison, 812/476-3061 (mparkison@evdio.org); Marci Moore (blood drives), 317/727-8478 (marciliz@gmail.com)

### Hospitality Sunday

The first Sunday of every month, refreshments and fellowship are offered after the 9:00 a.m. Mass at Holy Spirit and the 11:00 a.m. Mass at Christ the King.

Jayma Schmidt, 812/477-8440, CTK campus (jaymaschmidt@yahoo.com); Sheri Barron, 812/499-0490, HS campus (sbarron61@gmail.com)

### If You Can, Bring a Can for St. Vincent de Paul Food Pantry

Our donations to the St. Vincent de Paul food pantry take place during Advent, Lent and the summer.

Ginny Cook, 812/477-9160 (dandgc@twc.com)

### Knights of Columbus

Guided by the principles of charity, unity, fraternity and patriotism, Knights of Columbus Council 15092 serves the parish and community while developing holy Catholic men.

Kevin Sitzman, 812/568-4893 (ksitz1225@gmail.com)

### Lectors

Lectors serve an important liturgical role in proclaiming the Word of God.

Karen Cain, 812/474-9732, CTK Church (kwcain@insightbb.com);

Diana Dewig, 812/477-1738, HS Church (ddewig@evdio.org)

### Legion of Mary

Legion of Mary is an apostolic organization of lay people who work towards the sanctification of their members & provide spiritual support to parishioners who are homebound, hospitalized, and in nursing homes.

Kendra Delgman, 812/549-6121 (carrotsalt@aol.com)

### Meal Ministry

Volunteers provide meals as requested for parishioners in need, such as those with family in the hospital or returning home from the hospital, those facing a temporary crisis, and those adjusting to serious change.

Linda Becker, 812/867-5211 (linda.randybecker@twc.com) or Erin Wesley, 812/437-4783 (eswesley7308@gmail.com)

### Men's Ministry

The Men's Ministry promotes fellowship among the men of the parish through regular meetings, opportunities for service, and social events. All men over the age of 21 are welcome.

Jon Golding, 812/479-0287, CTK campus (Jon\_Golding@cinfin.com); Mike Turnbaugh, 812/430-2023, HS campus (myturnbaugh@gmail.com)

### Mother's Group

The group meets on the 2nd and 4th Fridays of each month for fellowship, discussion, and prayer in a Catholic setting.

Jackie Bernardin, 812/530-9668 (jackiebernardin3@gmail.com); Emily Freeman, 812/402-2292 (emalouhowfreeman@gmail.com)

### Music Ministry

Music ministers sing in the choirs, cantor, and play instruments at liturgies.

Jeff Holden, 812/476-3061, CTK campus (jholden@evdio.org); Elizabeth Casteel, 812/477-1738, HS campus (ecasteel@evdio.org)

### New Member Welcome

Volunteers welcome new members and connect these new members to parish life.

Marci Moore, 317/727-8478 (marciliz@gmail.com)

### Parish Dinners

Opportunities to help plan, set-up, cook, serve, and clean up after parish dinners on both campuses.

Jayma Schmidt, 812/477-8440 (jaymaschmidt@yahoo.com)

### Parish Newsletter

Periodic communication with parishioners highlighting parish events and facilitating spiritual growth.

Mary Biever, 812/401-7716 (marybiever@gmail.com)

### Prayer Network

A network of parishioners who offer prayers as requested.

Mary-Beth Owen, 812/477-9704 (marybeth@adceterapromotions.com) or Andrea Tepoch, 812/476-9562 (donandt@gmail.com)



## Quilters

Quilters meet weekly on both campuses for fellowship and to make quilts which are donated to parish fundraisers.

Martha Sills, 812/491-0925, (sp767@wowway.com) and Jeannie Smith, 812/479-6017, CTK campus;  
Gale Burns, 812/457-6908, HS campus (franciscclare@insightbb.com)

## Religious Education

The Religious Education Program strives to assist parents in leading their children to become disciples of Jesus Christ through sharing the basic elements of the Catholic faith and preparation for the reception of Sacraments. For those enrolled in Annunciation Catholic School, religious education is provided within the school curriculum.

Missy Parkison, 812/476-3061 (mparkison@evdio.org); Catechesis of the Good Shepherd, Katie Field, 812/473-2645 (katie@littleants.com)

## Rite of Christian Initiation for Adults (RCIA)

RCIA is the process established by the Church for individuals to become Catholic and receive the Sacraments of Initiation. Volunteers are needed to assist with the process and provide hospitality.

Mike Vogel, 812/455-8217 (mvogel@hscpa.com)

## Sacristans

The sacristan, under the general direction of the clergy, undertakes the overall preparation of liturgical celebrations.

Chris Loehr, 812/474-9634, CTK Church (cloehr@att.net); Diana Dewig, 812/477-1738, HS Church (ddewig@evdio.org)

## St. Vincent de Paul

The St. Vincent de Paul conference of Annunciation Parish serves the poor within our parish boundaries.

Jim McVay, 812/484-4334 (jim.abc@hotmail.com)

## Senior Ministry

Seniors gather periodically for fellowship.

Missy Parkison, 812/476-3061 (mparkison@evdio.org)

## Summer Social

Annual summer parish fellowship and fundraising event. Many volunteers needed!

Scott Schmidt, 812/477-8440 (scott.g.schmidt@medtronic.com); Jamie Broeker, 812/853-3734 (jbroeker@evdio.org)

## Trivia Night

Annual trivia game night to build community.

Gail Wolking, 812/483-2837 (gswolking@aol.com)

## Vacation Bible School

Summer opportunity for children's religious education organized around a theme.

Rachel Carter, 812/746-2206 (rcarter631@gmail.com); Lynn Muehlbauer, 812/457-4116 (lmuehlbauer@insightbb.com)

## Wedding Planning

Volunteers and staff help couples plan a wedding ceremony that is spiritual and sacramental in accordance with Catholic belief.

Michelle Weisman, 812/568-8265, CTK Church (mich.weisman@gmail.com); Elizabeth Casteel, 812/477-1738, HS Church (ecasteel@evdio.org)

## Youth and Young Adult Ministry (Middle School C-REX and High School CRUSH)

Fun, faith-filled activities and formation opportunities throughout the year for youth grades 6-12.

C-REX, Susan Vollmer, 812/479-8606 (tsvollmer@wowway.com) and Yvette Turnbaugh, 812/430-2570 (myturnbaugh@gmail.com); CRUSH, Amanda Newman, 502/758-8405 (anewman@unitedwayswi.org);

For information on college or young adult opportunities, Missy Parkison, 812/476-3061 (mparkison@evdio.org).