

# Contacts

## [Acolyte Training](#)

Name of person in charge: Allison Woolbright  
Phone: 549-5085 (c) Email: akwoolbright@cableone.net

*What are the principal duties for this area?*

Make schedule for existing alter servers and train new children to serve as alters servers during mass.

## [Annunciation Catholic School](#)

Name of person in charge: Joni House  
Phone: 328-4479 Email: johouse@cableone.net

*What are the principal duties for this area?*

To educate the elementary age children of the parish in accordance with the mission of Catholic schools

## [Arts and Environment](#)

Name of person in charge: Linda Monehen  
Phone: 328-0005 Email: sobelle309@yahoo.com

*What are the principal duties for this area?*

Organize flower sign up  
Order flowers in Church for Sundays and special occasions  
Oversee physical appearance of the interior of the Church building

## [Baptism Class for Parents](#)

Name of person in charge: Kevin Doumit  
Phone: 329-4135 Email: kdoumit@cableone.net

*What are the principal duties for this area?*

Information class for parents of children who need to be baptized. This class is a requirement before having your child baptized.

## [Bookkeeper](#)

Name of person in charge: Kazie Richardson  
Phone: 328-2927 ext. 13 Email: annunchr.kz@bellsouth.net

*What are the principal duties for this area?*

Count and balance weekly Sunday offertory contributions and other collections; prepare weekly deposits  
Post weekly offertory contributions to computer  
Responsible for accounts payable  
Prepare payroll  
Schedule masses and send Mass cards  
Compute and file quarterly tax reports, annual tax reports, prepare W-2 forms; make tax deposits  
Produce the monthly Diocesan Report  
Generate and send semi-annual general fund financial statements  
Responsible for updating parishioner database  
Assist with various general office duties  
Maintain and reconcile all check registers

### [Boy Scouts](#)

Name of person in charge: Tim Beatty  
Phone: 327-7719/ 889-2915 Email: tbt4@hotmail.com

*What are the principal duties for this area?*

- Recruit boys for the troop
- Provide adult leadership and training for our troop
- Seek financial aid for our troop
- Plan weekly meetings
- Plan campouts and schedule activities that enrich our program
- Provide opportunities for the boys to do service projects in our church and community
- Work with our committee to strengthen our program continually

### [Bulletin](#)

Name of person in charge: Jennifer Schippel  
Phone: 328-2927 ext. 11 Email: annunchr@bellsouth.net

*What are the principal duties for this area?*

- Prepare a weekly bulletin with appropriate information for the Parish

### [Catholic Student Association](#)

Name of person in charge: Tiffany Neuman  
Phone: 328-2927 ext 12 Email: annunciationcyo@gmail.com

*What are the principal duties for this area?*

- Reach out to MUW and local community college students to encourage their involvement in church activity.

### [Catholic Women of Annunciation \(CWA\)](#)

Name of people in charge: Neva McConnell and Geraldine Coleman  
Phone: 327-5812 – Neva Email: nevamccconnell@hotmail.com  
Phone: 329-8664- Geraldine Email: geraldinew@cableone.net

*What are the principal duties for this area?*

- Provide leadership & guidance for all circles under CWA
- Host Renewal of Vows Dinner (biannual)
- Help in kitchen for Lenten dinners
- Help with Pilgrimage tour of churches

### [Children's Church](#)

Name of person in charge: Casey Clark  
Phone: 889-9520 (c) Email: clark.rn33@yahoo.com

*What are the principal duties for this area?*

- Recruit parishioners who wish to be a part of the ministry
- Schedule parishioners for each 10:30am Mass.
- Provide a program that corresponds with priest's homily for young children

### Confirmation

Name of person in charge: Tiffany Neuman  
Phone: (601) 213-0120 Email: tiffany.neuman@yahoo.com

What are the principal duties for this area?

Prepare 10<sup>th</sup> and 11<sup>th</sup> graders for Sacrament of Confirmation

### Eucharistic Adoration

Name of person in charge: Wynn Calland  
Phone: 328-7300 Email: wynncalland@mysite.com

What are the principal duties for this area?

Create an atmosphere conducive to silent Eucharistic Adoration in the Chapel  
Schedule Committed Partners for the 2<sup>nd</sup> Thursday of each month  
Set up for Adoration each month  
Open the church at 8am and close it at 8pm

### Eucharistic Ministers

Name of person in charge: Cindy Morgan  
Phone: 327-4477 Email: sccj@cableone.net

What are the principal duties for this area?

Schedule Eucharistic Ministers for Mass, funerals and Holy Days of Obligation  
Recruit and train new Eucharistic Ministers  
Schedule meeting for existing ministers  
Member of the Liturgy Committee

### Event Coordinator

Name of person in charge: Jennifer Schippel  
Phone: 328-2927 ext. 11 Email: annunchr@bellsouth.net

What are the principal duties for this area?

Schedule and post parish events taking place on church property  
Rent Activities Center out to parishioners and non-parishioners

### Facilities Maintenance

Name of person in charge: Richard Hicks  
Phone: 327-9337 / 574-4244 Email:

What are the principal duties for this area?

Identify areas, items, fixtures, and places in need of maintenance  
Find someone to resolve the issue if it cannot be done with parish manpower  
Maintain a list of people with phone numbers, etc, of people who can do various jobs

### [Finance Council](#)

Name of person in charge: Wanda Holley  
Phone: 328-3254 Email: wholley@wwscca.com

What are the principal duties for this area?  
Oversee the financial condition of the Parish

### [Homebound](#)

Name of person in charge: Paulette Garton  
Phone: 327-2548 Email: pbgarton@bellsouth.net

What are the principal duties for this area?  
Create and maintain active list of parishioners requesting Homebound visitation  
Create and maintain active list of parishioners interested in visiting Homebound parishioners  
Take communion to the homebound and persons in the hospital  
Serve as a member of the Liturgy Committee

### [Hospitality](#)

Name of person in charge: Judy McKellar  
Phone: 329-4951 Email: judy\_mckellar@yahoo.com

What are the principal duties for this area?  
Provide a welcome to all parishioners as they enter the church for liturgy services  
Perform the duties of usher during the services  
Recruit parishioners who wish to be a part of the ministry  
Schedule parishioners for each Mass  
Schedule parishioners for special events as requested, funerals celebrations etc.

### [Housekeeping](#)

Name of person in charge: Mary Hayden  
Phone: 327-1191 Email:

What are the principal duties for this area?  
Clean the Pastor's house 3 mornings a week  
Clean bathrooms in the church and the kitchen in the Activities Center 2 mornings a week

### [Knights of Columbus – Council #7974](#)

Name of person in charge: J.J.Jones  
Phone: 328-0613 Email:

What are the principal duties for this area?  
Fraternity of practicing Catholic men that help the parish with time, labor, service  
Sponsor groups such as Boy Scouts  
Hold charity events in support of church and community service efforts

### Lector/Commentator – Ministry of the Word

Name of person in charge: Jennifer David  
Phone: 425-2484 (c) Email: jedavid@cableone.net

#### *What are the principal duties for this area?*

Provide lectors and commentators for Sunday masses, special feast days and other celebrations  
Recruit, train, schedule and maintain an active group of parishioner readers  
Serve as a member of the Liturgy Committee

### Living Stations

Name of person in charge: Joe Haftek  
Phone: 327-0423 Email: haftek@yahoo.com

#### *What are the principal duties for this area?*

Organize area churches  
Identify project representatives  
Coordinate with each rep their assigned stations  
Coordinate with the city the parade route

### Loaves & Fishes Ministry

Name of person in charge: Carrie Baucom  
Phone: 356-4460 Email: carriebaucom@att.net

#### *What are the principal duties for this area?*

Loaves & Fishes is a community sponsored ministry that provides lunch and hospitality to those who need it – every Monday and Friday from 11:30am- 1:00pm  
Our parish participates on the first Monday of each month  
Located next door to the Salvation Army Thrift Store at the corner of 26<sup>th</sup> Street North and Main Street  
All volunteers are welcome

### Music Ministry

Name of person in charge: Margaret Mary Henry  
Phone: 328-2457 Email: mmhenry2004@yahoo.com

#### *What are the principal duties for this area?*

Provide music for Church services including Mass, Funerals, Weddings, and other special events  
Recruit and maintain an active group of parishioners as choir members, organists, and other musicians  
Serve as a member of the Liturgy Committee

### Natural Family Planning

Name of persons in charge: Karen McFadyen and Linda McGrath – Starkville  
Phone: Karen 662-320-9504 and Linda 662-324-3944

#### *What are the principal duties for this area?*

These ladies are members of St. Joseph Parish in Starkville, MS. They will put a class together when they get enough names on their list, so give them a call to sign up.

[Pastoral Council](#)

Name of person in charge: Janet Huerkamp  
Phone: 662-386-6374 Email: hubcapjr@hotmail.com

What are the principal duties for this area?

- Prayerful discernment, planning, development and implementation of various projects and ideas
- Lay extension of parish administration
- Conduit by which communication flows to and from small apostle groups via group leader to team leaders to group members and back
- Oversight of all other ministries, all of which are subordinate to the Pastoral Council
- Delegation of assignments to other parish ministries when appropriate

[Pentecost Sunday International Foodfest](#)

Name of person in charge: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What are the principal duties for this area?

- Organize and coordinate the Pentecost Sunday International Food fest

[Religious Education PreK – 6<sup>th</sup>](#)

Name of person in charge: Gina Phillips  
Phone: 327-8034 Email: ghphomeriver@aol.com

What are the principal duties for this area?

- Organize a service, education and community curriculum for youth from PreK through 6<sup>th</sup> grade

[Religious Education 7th-12th](#)

Name of person in charge: Tiffany Neuman  
Phone: (601) 213-0120 Email: tiffany.neuman@yahoo.com

What are the principal duties for this area?

- Organize a service, education and community curriculum for youth from 7<sup>th</sup> through 12<sup>th</sup> grade

[Respect Life](#)

Name of person in charge: Cathy Van Asselt  
Phone: 329-3117 Email: cvanass@hotmail.com

What are the principal duties for this area?

- Communicate Respect Life events to parish
- Celebrate Respect Life Sunday
- Get petition signed
- Accept donations

## RCIA

Name of person in charge: George Swales  
Phone: 327-3912 Email: GeorgeS530@aol.com

What are the principal duties for this area?

Lead inquirers on the journey of faith to full communion with our Catholic community

## Sacristan

Name of person in charge: Shirley Butler / Dennis Hilbert  
Phone: 244-7101 / 327-8070 Email:

What are the principal duties for this area?

Ensures adequate supplies of items needed for liturgies  
Oversees day to day maintenance of liturgical objects  
Consults with arts and environment committee and prepares for special services  
Sets up liturgical celebrations  
Assists celebrant and the different ministers before each celebration as needed  
Cleans and keeps sacristy neat and organized

## Secretary

Name of person in charge: Jennifer Schippel  
Phone: 328-2927 ext. 11 Email: annunchr@bellsouth.net

What are the principal duties for this area?

Typical receptionist/secretary duties  
Additional duties assigned by pastor

## Seniors

Name of person in charge: Mary Hydrick  
Phone: 356-0244 Email:

What are the principal duties for this area?

Mass and Brunch each month  
Encourage occasional excursions

## St. Vincent de Paul

Name of person in charge: Raymond Overstreet  
Phone: 240-9703 Email: keoverstreet@cableone.net

What are the principal duties for this area?

Meet weekly to review applicants' request and plan action goals for the week  
Implement weekly action goals

### [Web Site](#)

Name of person in charge: Jennifer Schippel  
Phone: 328-2927 ext. 11 Email: annunchr@bellsouth.net

What are the principal duties for this area?  
Update Annunciation Web Site weekly

### [Wedding Coordinator](#)

Name of person in charge: Monika Beatty  
Phone: 356-4828 Email: mbeatty2@bellsouth.net

What are the principal duties for this area?  
Coordinate all wedding activities held in Annunciation Catholic Church

### [Women's Circle](#)

#### [St. Bernadette Circle](#)

Name of person in charge: Judy Whitcomb  
Phone: 356-6161 Email: jwhit@cleda.com

What are the principal duties for this area?  
Learn more about Christianity  
Bring fellowship to those in circle  
Share happy/sad times with each other

### [Women's Circle](#)

#### [St. Katherine Drexel Circle](#)

Name of person in charge: Marianne Wright  
Phone: 327-0411 Email: marianne8150@aol.com

What are the principal duties for this area?  
Provide spiritual awareness for women of the parish  
Organize, plan, and conduct circle activities  
Yearly scripture study based on interests of the group

### [Women's Circle](#)

#### [St. Marguerite Circle](#)

Name of person in charge: Nancy Reeves  
Phone: 328-0939 Email: nancyreeves@cableone.net

What are the principal duties for this area?  
Food for the poor fund  
Help Bereavement Committee with meals  
Help Knights of Columbus with Thanksgiving meals  
Fun and Fellowship

### [Women's Circle](#)

#### [St. Monica Circle](#)

Name of person in charge: Clara Hicks  
Phone: 855-0151 Email: clarah@cableone.net

What are the principal duties for this area?  
To provide leadership to the group and facilitate the meeting  
We normally use a Bible-based study on women's issues