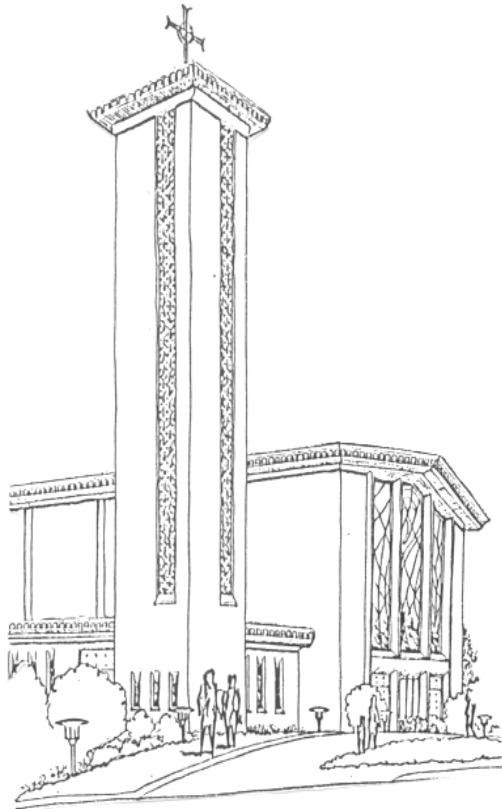


CHURCH OF THE 
ANNUNCIATION



**Volunteer
Committees and Ministries**

UPDATED: AUGUST 2014

MINISTRY	PAGE # STAFF 612-824-8988	CHAIRPERSON / COORDINATOR
ALTAR SERVERS	2 FR. JIM HIMMELSBACH, EXT. 228 LIAISON: ELI POLLOCK, EXT. 251	
ANNUNCIATION PARENTS ORGANIZATION (APO)	12 JENNIFER CASSIDY, PRINCIPAL, EXT. 201	
ANNUNCIATION SCHOOL	12 JENNIFER CASSIDY, PRINCIPAL EXT. 201	
ANNUNCIATION YOUTH MINISTRY (AYM)	13 JIM DUNN, EXT. 243 (VOICE MAIL EXT. 7506)	
BRIDGE	14 DCN. SEAN CURTAN, EXT. 260	SALLY GLEASON, 612-825-7404
CANA SPONSOR COUPLES	4 FR. JIM HIMMELSBACH, EXT. 228	
CHILDRENS LITURGY OF THE WORD	2 FR. JIM HIMMELSBACH, EXT. 228	TERRY HEER, 612-702-1552
CHRISTIAN INITIATION OF ADULTS (RCIA)	6 SR. SUE TORGERSEN, EXT. 251	
CHURCH KITCHEN COORDINATOR	16 FR. JIM HIMMELSBACH, EXT. 228	HELEN WEIDES, 612-824-6268
ENDOWMENT CMTE	16 TOM KONZ, EXT. 255	
ENVIRONMENT/CHURCH DECORATION	2 FR. JIM HIMMELSBACH, EXT. 228	
EUCCHARISTIC MINISTER	2 FR. JIM HIMMELSBACH, EXT. 228	CHRIS FRANK, 612-827-1837
FAITH FORMATION FOR ADULTS	6 SR. SUE TORGERSEN, EXT. 251	
FAITH FORMATION FOR CHILDREN	5 SR. SUE TORGERSEN, EXT. 251	
FEED MY STARVING CHILDREN	8 JIM DUNN, EXT. 243 (VOICE MAIL EXT. 7506)	
FINANCE CMTE	16 RANDALL HANEY, EXT. 241	JENNIFER RADAM, 612-922-5646
FOOD COLLECTION / THANKSGIVING	10 DCN. SEAN CURTAN, EXT. 260	JAN MULCAHY, 612-827-6331
FUNERAL LUNCHEON	11 DCN. SEAN CURTAN, EXT. 260	
GIFT BEARER	2 FR. JIM HIMMELSBACH, EXT. 228	
GREETER	2 FR. JIM HIMMELSBACH, EXT. 228	
GRIEF SUPPORT MINISTRY	11 DCN. SEAN CURTAN, EXT. 260	
HABITAT FOR HUMANITY	8 SR. SUE TORGERSEN, EXT. 251	
HOMEBOUND MINISTRY	11 DCN. SEAN CURTAN, EXT. 260	
KNITTERS & QUILTERS	10 DCN. SEAN CURTAN, EXT. 260	ANNETTE ANDERSON, 952-346-9123
LAY PRESIDER	2 FR. JIM HIMMELSBACH, EXT. 228	CHRIS FRANK, 612-827-1837
LECTOR	2 FR. JIM HIMMELSBACH, EXT. 228	PETE STEEGE, 612-827-5072
LITURGY / WORSHIP COMMITTEE	3 FR. JIM HIMMELSBACH, EXT. 228	
LOAVES AND FISHES	9 SR. SUE TORGERSEN, EXT. 251	AMY & JEDD HANSON, 612-827-1131
MEALS ON WHEELS	10 DCN. SEAN CURTAN, EXT. 260	LAURIE HELLING, 612-827-7247 GINNY PAULSON, 612-926-3850
MEN'S GROUP	6 TOM KONZ, EXT. 255	BRIAN MURRAY, 612-824-3242
MOM'S GROUP	6 SR. SUE TORGERSEN, EXT. 251	AM: CATHY DOLAN 612-822-7808
MUSIC MINISTRY	3 ELI POLLOCK, EXT. 251	
NURSING HOME MINISTRY	11 DCN. SEAN CURTAN, EXT. 260	MT. OLIVET-CAREVIEW
NURSERY	5 SR. SUE TORGERSEN, EXT. 251	
PARISH FELLOWSHIP	14 FR. JIM HIMMELSBACH, EXT. 228	
PARISH PASTORAL COUNCIL	16 FR. JIM HIMMELSBACH, EXT. 228	
PASTORAL CARE COMMITTEE	11 DCN. SEAN CURTAN, EXT. 260	
PEACE & JUSTICE [FORMERLY SOCIAL JUSTICE]	8 SR. SUE TORGERSEN, EXT. 251	CAROL EUBANKS, 612-922-9998 SANDRA O'BRIEN, 612-926-7959
PRAYER SHAWL MINISTRY	10 DCN. SEAN CURTAN, EXT. 260	ALICE WEIDES, 952-881-3751
COMMUNITY CARING FOR LIFE / RESPECT LIFE CMTE	9 SR. SUE TORGERSEN, EXT. 251	HELEN TREPANIER, 612-822-8360
SACRISTAN	4 FR. JIM HIMMELSBACH, EXT. 228	
SANCTUARY GUILD	4 FR. JIM HIMMELSBACH, EXT. 228	
SCHOOL ADVISORY COUNCIL	12 JENNIFER CASSIDY, EXT. 201	
SCRIPTURE STUDY	7 SR. SUE TORGERSEN, EXT. 251	LOUISE FOWLER, 612-822-0085
SEPARATED/DIVORCED SUPPORT MINISTRY	7 SR. SUE TORGERSEN, EXT. 251	
SEPTEMBERFEST	15 FR. JIM HIMMELSBACH, EXT. 228 LIAISON: JIMMY DUNN, EXT. 243; & LIAISON: ELI POLLOCK, EXT. 251	GRANT & KRISTIN HARTLEY, 612-243-3548 DAN & ASHLEIGH VARLEY, 612-822-2286
SMALL CHRISTIAN COMMUNITY	7 SR. SUE TORGERSEN, EXT. 251	
SPECIAL DEVOTIONS	7 SR. SUE TORGERSEN, EXT. 251	THERESE MORIARTY, 612-968-2871 [ADORATION]
ST STEPHEN'S SHELTER	9 SR. SUE TORGERSEN, EXT. 251	
STEWARDSHIP CMTE	16 TOM KONZ, EXT. 255	
TELEPHONE PRAYER LINE	10 DCN. SEAN CURTAN, EXT. 260	MARY LAFONTAINE, 612-827-4256 SOPHIE PRINCE, 612-866-5287
TWELVE APOSTLES PLUS	17 RANDALL HANEY, EXT. 241	TIM GAGLIARDI, 612-825-6743
USHER	2 FR. JIM HIMMELSBACH, EXT. 228	
WELCOMING NEWCOMER	17 FR. JIM HIMMELSBACH, EXT. 228	JOAN MOFFAT, 612-926-9786 ALICE WEIDES, 952-881-3751
WOMEN'S GROUP	6 SR. SUE TORGERSEN, EXT. 251	HELEN TREPANIER, 612-822-8360

Our logo, the tri-winged dove over the word "Annunciation" represents the Holy Spirit's indwelling of Mary as she said her "**Yes**" to be the mother of God's son. The tri-wing dove also represents the indwelling of the Triune God in the life of Annunciation Church. We hope it generates the willingness to say "**Yes**" as we strive to put into action the call to serve Christ by being a true servant to others.

Our **Mission Vision Statement** developed and unanimously agreed upon by the Annunciation Parish Council [201002].

Annunciation Parish: **Pray, Learn, Act.**

Vision: In the spirit of our Roman Catholic heritage, we meet Jesus Christ in the sacraments, and are inspired to learn about and act on our faith. We are an inviting, multi-generational neighborhood church with a strong sense of community.

Mission: We are proud partners with our **school** and are committed to providing outstanding religious and academic education for our children.

We support, encourage and care for each other through a variety of **ministries and services.**

We participate around the corner and around the world through vital **outreach programs** and **social justice initiatives.** We sustain and encourage our dynamic and renowned **youth ministry.**

We foster **fellowship** and **relationships** with each other through fun and engaging social activities.

Church.....612-824-0787
Voicemail Direct: 612-824-9993
Emergency: dial ext. 4

Parish General Voicemail Box Press “ * ”during recorded message.

Hours Monday-Thursday 8:30am-5:00pm; Friday 8:30am-12:00 noon

Fax 612-824-8232 or 612-824-9915

Email info@annunciationmsp.org

Web site www.annunciationmsp.org

Offices located in parish center building between the church & school.

Pastor

Fr. Jim Himmelsbach.....ext. 228; jhimmelsbach@annunciationmsp.org

Deacon

Joe Damiani jdamiiani@annunciationmsp.org

Director of Pastoral Ministry

Deacon Sean Curtanext. 260; scurtain@annunciationmsp.org

Director of Faith Formation

Sr. Sue Torgersen, CSJ.....ext. 251; storgersen@annunciationmsp.org

Director of Music

Eli Pollockext. 261; epollock@annunciationmsp.org

Director of 10:30 Choir Mike Aubart

Director of Development

Tom Konzext. 255; tkonz@annunciationmsp.org

Alumni & Advancement Coordinator

Chris Frank.....ext. 289; cfrank@annunciationmsp.org

Administrative Coordinator

Michael Comptonext. 259; mcompton@annunciationmsp.org

Offices located in church building, lower level.

Administrator

Randall Haney.....ext. 241; rhaney@annunciationmsp.org

Administrative Assistant

Danielle Swanson.....ext. 242; dswanson@annunciationmsp.org

Director of Youth Ministry

Jim Dunn ext. 243 /voicemail 7506; jdunn@annunciationmsp.org

School.....612-823-4394

Fax 612-824-0998

Principal

Jennifer Cassidyext. 201; jcassidy@annunciationmsp.org

Assistant Principal

Anthony Degelext. 202; adegel@annunciationmsp.org

Extended Daycare Director

Jeff Wisdom.....ext. 210; jwisdom@annunciationmsp.org

Maintenance Supervisor

Steve Marpleext. 209; smarple@annunciationmsp.org

School Secretary

Beth Picardext. 200; bpicard@annunciationmsp.org

School Tuition Administrator

Donna Ohmeext. 204; dohme@annunciationmsp.org

ALTAR SERVER

Staff Contact: Eli Pollock, 612-824-9993 ext. 261 or
email: epollock@annunciationmsp.org
Assist presider at liturgy. Training begins in spring of 4th grade and
continues through summer months.

ESTIMATED TIME COMMITMENT: About once/month at liturgies.

CHILDREN'S

LITURGY OF THE WORD

COORDINATOR: Terry Heer,
612-702-1552 or
email: terryheer@earthlink.net

Staff Contact: Sr. Sue Torgersen 612-824-9993 ext. 251 or
email: storgersen@annunciationmsp.org
Includes Sunday Scripture, group reflection, creed and intercessions in a
setting and style geared toward children, ages 5 - 11. Children are
dismissed from Sunday liturgy before the readings and return to their
families before the Eucharist begins.

ESTIMATED TIME COMMITMENT: Leaders arrive 15 minutes before
liturgy and are scheduled approximately once every 6 weeks.

**ENVIRONMENT /
CHURCH DECORATION**

Plans seasonal environment, prepares and coordinates church decorating.
This involves the total worship space, from entrance to altar.

ESTIMATED TIME COMMITMENT: Varies depending on involvement.

EUCCHARISTIC MINISTER

COORDINATOR: Chris Frank,
612-827-1837

Allows the privilege of sharing the Body and Blood of Christ with the
assembly at liturgies. Involves a brief training session.

ESTIMATED TIME COMMITMENT: 2 times/month during liturgies.

GIFT BEARER

Carry up gifts at Sunday Liturgy - bread and wine and food for the
poor. They join the ushers after the collection to carry gifts up to the
altar.

ESTIMATED TIME COMMITMENT: 5 minutes during weekend liturgies.

GREETER / USHER

USHER COORDINATORS:
5:00pm:
Rose Marie Gram, 612-823-4526
8:45am:
Florian Sterner, 612-824-7784
10:30am:
Joan McCoy, 612-928-8958

Includes ushers and greeters for weekend liturgies.
Greeters welcome people who arrive through parking lot entrance.
Ushers welcome those who enter on main level, take the collection,
distribute bulletins, and re-order the church after each liturgy.

ESTIMATED TIME COMMITMENT: Greeters - 15 minutes bi-monthly.
Ushers - 1 ½ hours/week.

LAY PRESIDER

COORDINATOR: Chris Frank,
612-827-1837

Lead the community in non-sacramental, communal prayer, such as
Morning or Evening Prayer, Liturgy of the Word, and Eucharist Services.
Participation in a one day archdiocesan training workshop is required.

ESTIMATED TIME COMMITMENT: 1-2 hours/month,
at the invitation of pastor or liturgist.

LECTOR

COORDINATOR: Pete Steege,
612-827-5072

Proclaim the word of God when we assemble for prayer. Lectors are
scheduled on a rotating basis, and receive a workbook to assist in
preparation, as well as a training session.

ESTIMATED TIME COMMITMENT: 2 hours every 6 weeks.

**LITURGY /
WORSHIP COMMITTEE**

Fosters the liturgical life of Annunciation Parish and coordinates all ministries and groups involved in the public prayer life of the parish. Liturgical Ministry Coordinators attend seasonal meetings (Fall to Spring) to plan and evaluate liturgies, seasons, and ministries, then work together to implement these plans.

ESTIMATED TIME COMMITMENT: 1 ½ hour meetings.

MUSIC

Staff Contact: Eli Pollock, ext. 261 or
email: epollock@annunciationmsp.org

Cantors are responsible for leading psalms and other music at Sunday liturgy. They rehearse and train with the director as necessary, as well as attend an occasional meeting. Special qualifications for cantoring include having a sure, confident voice and an ease of learning music.

Children's Choir all children grades 2 – 5 are invited to attend and are free to join at anytime. Older students can serve as cantors and song leaders for the scheduled liturgies. They rehearse and perform at Mass as posted or announced (Fall to Spring).

Middle School Youth Choir all youth grades 6 – 8 are invited to attend and are free to join at anytime. This choir will focus on part-singing, reading music notation, and healthy vocal production specifically for middle school youth. They rehearse and perform at Mass as posted or announced (Fall to Spring).

Choir sings at the first Mass each week and rehearses on Wednesday at 7:00pm (Fall to Spring).

Ensemble sings at the second Mass each week and rehearses on Sunday at 8:45am (Fall to Spring).

The **Women's Schola** rehearses weekly on Tuesday at 10:00am (Fall to Spring). This group sings at funerals, as well as, Christmas, Easter and other Holy Days, as available.

Instrumentalists – guitarist, violinists, flutist, clarinetists, percussionist, etc – come join the choirs as well! All ages and talents are welcome.

ESTIMATED TIME COMMITMENT: Rehearsals are held in the Music Room, lower level of church (Fall – Spring);
Children's Choir – ¾ hours/week in addition to a liturgy,
as posted or announced by the director
Middle School Youth Choir – ¾ hours/week in addition to a liturgy,
as posted or announced by the director.
Choir/Ensemble – 1 ½ hours/week in addition to Sunday liturgy.
Women's Schola - 1 ½ hours/week for rehearsal,
plus occasional liturgies.
Cantors - 1 hour/week plus occasional meetings

LITURGY & MUSIC

**STAFF PERSON: Fr. James Himmelsbach, 612-824-9993 ext. 228
or email: jhimmelsbach@annunciationmsp.org**

SACRISTAN

Helps prepare and clean up after each liturgy in the church. The sacristan arrives 20 minutes before the liturgy to turn on lights, make things ready, help servers and other liturgical ministers. Helps afterward to prepare for next liturgy or to put things away. Training is ongoing.

ESTIMATED TIME COMMITMENT: 30 minutes/week.

SANCTUARY GUILD

Opportunity Partners, Monday afternoons 952-938-5511
They dust, wipe marble and dry mop floors in the sanctuary; small chapel near the front entrance to the church; and pews.

ESTIMATED TIME COMMITMENT: 1 hour.

**SACRAMENTAL PREPARATION
PROGRAMS**

**STAFF PERSON: Fr. James Himmelsbach, 612-824-9993 ext. 228
or email: jhimmelsbach@annunciationmsp.org**

**CANA SPONSOR COUPLES
MINISTRY**

Offered to engaged couples who come to Annunciation to celebrate their marriage. Each engaged couple is connected with a trained, married couple to raise and discuss issues that each couple faces in marriage. The goal is to build lasting relationships based on understanding and trust.

ESTIMATED TIME COMMITMENT: Training session for married couples,
plus approximately six meetings with the engaged couple

NURSERY

Open during the Sunday Masses. Childcare is provided by persons meeting our Archdiocesan criteria.

Annunciation Nursery Options

1. All children are invited to stay with their parents during Sunday Liturgy. If your children become restless, feel free to use the gathering space. Your children can move around and you can still participate with the community.
 2. If your children need 'more space' you are invited to use the nursery in the lower level of the church. We are happy to provide a supervised nursery service on Sunday mornings. In order to be compliant with our insurance regulations, our nursery can only be open when it is staffed by two paid professionals or volunteers who are present in the nursery any time the nursery is opened. These persons must meet our Archdiocesan criteria. We ask that the nursery never be opened for children if these criteria are not being met.
- We are committed through our parish Vision and Mission to provide Hospitality including childcare during Mass and other parish events. Please call with any suggestion about how to make this work more effectively. ESTIMATED TIME COMMITMENT: 1 hour/week.

**CHRISTIAN INITIATION OF CHILDREN
(RCIC)**

Sponsors who minister to children and families in the process of full initiation into our community through baptism, confirmation, and Eucharist. Parish sponsors walk with the children in their young journey of faith and support them through the ritual of the rites.

ESTIMATED TIME COMMITMENT: 6 Sundays of Lent & Holy Saturday Vigil

SACRAMENTAL PROGRAMS

Parish Preparation for Sacraments of Eucharist, Reconciliation and Confirmation happen during the school year. Call or email for more information, calendar and schedule.

Wednesday evening Faith Formation for children in grades pre K – 8 who attend a public school [families also have the option to home school their children]. Our combined Faith Formation program with Our Lady of Peace for grades K through 5 is called *Deepening Our Faith (DOF)*. Together our two parishes offer *BE-Attitudes* as our co-sponsored religious education program for grades 6 through 8. These two programs are offered at Our Lady of Peace with **catechists** from both of our parishes. **Grades K-5** meet each week from **6:15 to 7:30pm**, while **grades 6-8** meet from **6:15 to 8:00pm**.

VACATION BIBLE SCHOOL [VBS]

COORDINATOR: Krista Richardson
email: krista_lynn@visi.com

Staff Contact: Eli Pollock, ext. 261 or
email: epollock@annunciationmsp.org

One week summer camp where children experience God through music, theatre, games, crafts & snacks. Children ages three to incoming 5th grader invited to participate. Volunteer commitments vary. Middle School and High School volunteers needed for support staff. Adult volunteers needed to create, prepare and execute the camp. Short and long-term commitments for volunteers are available.

**See also: page 2 ~ Children's Liturgy of the Word; or
page 3 ~ Children's Choir**

Provides spiritual growth and educational opportunities for the parish family. Opportunities designed to deepen our understanding of faith and response to the paschal mystery. Activities include **retreat** experiences, **small groups faith sharing, educational study** groups, presentations on spirituality, and opportunities to create a more just society. **Advent Wreath Breakfast, Ash Wednesday Soup Supper, family life and seasonal events.**

RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)

Our opportunity to welcome new members to the community, assist those who need to complete the initiation sacraments or support ones wanting to refresh their faith during a year long process, which culminates on Holy Saturday. The process includes small group meetings, celebration of the rites, prayer and service within the community. The RCIA team walks with and supports those in the process. This is your invitation to become a member of the team, a wonderful opportunity for your own faith journey.

ESTIMATED TIME COMMITMENT: 2 hour meetings 1 1/2-2 hours a week

MEN'S GROUP

COORDINATOR:

Brian Murray, 612-824-3242 or
email: smurray6@comcast.net.

Focuses on the spirituality of the members and addresses the life issues and interests of men. They meet as posted or announced.

ESTIMATED TIME COMMITMENT: Varies on degree of involvement plus participation in specific events.

MOM'S GROUP

AM: COORDINATOR: Cathy Dolan,
612-822-7808 or email:
dobcmd@comcast.net

The group meet throughout the school year from fall through spring. The focus of the group is on personal and spiritual growth of mothers. It is an opportunity for women with children of all ages to deepen their spiritual lives and receive support from other mothers. Child care is provided on Tuesday mornings.

ESTIMATED TIME COMMITMENT: 1 1/2 hours/week.
Tuesday mornings 9:30 – 11:00am

WOMEN'S GROUP

COORDINATOR: Helen Trepanier,
612-822-8360 or email:
htrepanier@msn.com

Focuses on the spirituality of the members and addresses issues important to women. They meet as posted or announced.

ESTIMATED TIME COMMITMENT: once/month, (Fall—Spring)

**SEPARATED / DIVORCED
SUPPORT MINISTRY**

People who have experienced separation or divorce participate in the support series and have the opportunity to be trained as a small group facilitator. Also, annulment information and advocacy.

SCRIPTURE STUDY
COORDINATOR: Louise Fowler,
612-822-0085

WEDNESDAY MORNING BIBLE STUDY [Have No Fear Bible Study Group]

Wednesday Morning, 9:00 – 10:30am in the Visitation Rm
The group meets weekly for prayer and discussion of Scripture Study resources. Studies vary in length and are chosen by the group.

ESTIMATED TIME COMMITMENT: 1 ½ hours/week.

**SMALL CHRISTIAN
COMMUNITIES**

Gather regularly to pray together, reflect on Scripture, share their faith life, and minister to each other, the larger parish and the world. Core communities who want to be church for one another, but on a smaller, more intimate level.

ESTIMATED TIME COMMITMENT: Groups usually meet twice a month in household communities.

SPECIAL DEVOTIONS
ADORATION COORDINATOR:
Theresa Moriarty, 612-968-2871

Rosary before morning Mass; and
Adoration: Sign up for a time period of adoration.
Adoration is from after Mass, Thursday morning until 7:00pm.

PEACE & JUSTICE COMMITTEE

CO-COORDINATORS:

Carol Eubanks 612-922-9998 or
email: carolmeubanks@yahoo.com
and

Sandra O'Brien 612-926-7959 or
email: obks1984@comcast.net

Brings the gospel message of peace and justice to the parish, local and global community. We work on issues that build the common good. Open to all parishioners the committee addresses education, awareness and action of the ten principles of Catholic social teaching:

- Life and Dignity of the Human Person;
- Community and the Common Good;
- Rights and Responsibilities of the human person;
- Option for the Poor and Vulnerable;
- Participation of All People;
- The Dignity of Work and Rights of Workers;
- Stewardship of Creation;
- Solidarity;
- Role of Government;
- Promotion of Peace

ESTIMATED TIME COMMITMENT: 1 1/2 hours per month for meetings plus special activities/events.

ENVIRONMENT /

GREEN TEAM COMMITTEE

COORDINATOR: Michael Reed,
612-825-1120 or email:
reedmp@msn.com

Staff Contact: Jimmy Dunn, ext. 243 (or voicemail ext. 506) or email: jdunn@annunciationmsp.org

Annunciation celebrates the unique beauty of God's creation and realizes that caring for all of God's creation is part of our faith. This compels us to be stewards of the earth and to reduce our environmental impact. Annunciation Environment Committee (Green Team) pledges to educate our community to walk reverently and respectfully on the earth by reducing waste, saving energy and recycling as much as possible. Leading by example in this area we will encourage many parishioners, students, parents and neighbors to develop an environmental conscience and live their lives in the care for God's creation. If you would like to attend an Environment Meeting they are held on the third Tuesday of each month 5:30-7:00pm in the youth room "All Are Welcome".

**FEED MY STARVING CHILDREN
(FMSC)**

Staff Contact: Jimmy Dunn, ext. 243 (or voicemail ext. 506) or email: jdunn@annunciationmsp.org

Family Service Night at Feed my Starving Children. Help assemble and package meals in an assembly line format. The first Monday of each month [October to May]. We gather at 7:30pm in the south foyer and then carpool to FMSC facility in Eagan. We will return to the parking lot by 10:00pm. Invite all generations from your family from grandparents down to grandchildren.

HABITAT FOR HUMANITY

A nonprofit ecumenical housing ministry which builds simple, decent, affordable housing in partnership with people in need. Volunteers provide most of the labor and build hope for low-income families. We partnership with *Thrivent Builds* – a Habitat effort that combines the work of 7 faith communities from South Minneapolis.

ESTIMATED TIME COMMITMENT: Varies by degree of involvement.

Work camp dates as posted or announced
Help is also needed in
providing meals and snacks for the work camp.

**PARISH MISSION
ANNUNCIATION SCHOOL,
LEOGANE, HAITI**

Staff Contact: Jimmy Dunn, ext. 243 (or voicemail ext. 506) or email: jdunn@annunciationmsp.org
During the first school year for the children of our Sister School, Annunciation School, in Leogane, Haiti. Sixty children ages five to twelve began their educational journey, many having never been in a school before! Haitian Sisters of the Company of Jesus teach the very basics of reading, writing and arithmetic. The children are excited to learn and are thankful to attend a school so close to their home. Haiti is the poorest country in the western hemisphere. Many of the children there have never had the opportunity to attend any school. Our school in Leogane opened in early September, 2004 with an enrollment of 85.

**RESPECT LIFE COMMITTEE /
COMMUNITY CARING FOR LIFE**

COORDINATOR: Helen Trepanier,
612-822-8360 or email:
htrepanier@msn.com

Reflects the commitment that human life is sacred at all stages. To provide support for outreach and education on the dignity of human life in all stages and places the committee coordinates: a monthly Rosary for Life [2nd Thursday in the Visitation room; or as posted or announced]; a Holy Hour for Life [as posted or announced]; the Christmas Boutique and Bake Sale; Mother's Day Flower Sale; Spring Plant Sale

ESTIMATED TIME COMMITMENT: 4 -5 meetings/year,
plus participation in specific events.

**ST. STEPHEN'S SHELTER:
LOAVES AND FISHES**

COORDINATOR:
Amy & Jedd Hanson, 612-827-1431

Prepares and serves a meal at St. Stephen's Church, for about 300 people on the first Monday of each month.

ESTIMATED TIME COMMITMENT: 2 - 2 ½ hours/month.

**ST. STEPHEN'S SHELTER:
SANDWICH MAKING**

COORDINATOR:
Matt Moosbrugger 612-869-2170
or email: mtmoose@earthlink.net

SOX AND TSHIRT

COORDINATOR:
Carol Eubanks 612-922-9998 or
email: carolmeubanks@yahoo.com

Our local outreach mission to the homeless, Saint Stephen's Men's Shelter houses 43 men drawn through a weekly lottery and located at 2211 Clinton Ave. in South Minneapolis. Our parish does several projects at Saint Stephen's including making sandwiches once a month for the men who are fortunate enough to find work. Collecting socks, under clothes and clothes, food and volunteers for overnight. To volunteer for overnights contact the shelter directly for open dates 612-874-9292.

ESTIMATED TIME COMMITMENT: Sandwich making~ 2 hours a month.

FOOD COLLECTION

COORDINATOR: Jan Mulcahy,
612-827-6331

Transports food collected to the **local food shelf** weekly. Sorts and transports food collected for **Thanksgiving Food Drive**.

ESTIMATED TIME COMMITMENT: about 30 hours.

KNITTERS & QUILTERS

COORDINATOR: Annette Anderson,
952-346-9123

Make knit projects and quilts for those in need.

ESTIMATED TIME COMMITMENT: Monthly Meeting,
first Wednesday, 8:45 – 10:00am, Angelus Rm.,
plus project assignments - 2 hours/month.

MEALS ON WHEELS

CO-COORDINATORS:
Laurie Helling, 612-827-7247; &
Ginny Paulson, 612-926-3850

Delivers meals to homes of the homebound for a 5 day week, approximately once every 2 months. Drivers pick the meals up at Annunciation at 11:40am and the routes take 45 minutes to an hour

ESTIMATED TIME COMMITMENT: 1 hour/delivery day- 2 hours/month.

PRAYER SHAWL MINISTRY

COORDINATOR: Alice Weides,
952-881-3751 or email:
aliceweides@netzero.net

Prayerfully knit shawls for Mission Haiti and the Friends of Our Lady Cancer Home. Yarn provided.

ESTIMATED TIME COMMITMENT: Varies by degree of involvement
Work at your leisure at home.

TELEPHONE PRAYER LINE

CO-COORDINATORS:
Mary LaFontaine, 612-827-4256; &
Sophie Prince, 612-866-5287

The prayer line is a group of Parishioners who, as partners in prayer, will pray for the requested needs of others and a respect for all human life.

ESTIMATED TIME COMMITMENT: Morning or Evening prayer line groups,
3 – 4 times during the week

FUNERAL LUNCHEONS

CO-COORDINATORS:

Family Contacts

January-February: Kate McMahon, 612-929-1617

March-April: Dee Grausam, 612-824-0819

May-June: Canda Palattao, 612-925-3615

July-August: Mary LaFontaine, 612-827-4256

September-October: Pat Pedersen, 612-823-8337

November-December: Gege Hodgson, 612-723-8287

Providing and serving funeral luncheons:

Team Leaders: The team leaders take responsibility for coordinating the luncheon when one is scheduled. They are present to coordinate all that is done to get ready for the luncheon, setting the tables, preparing the food to be served, and directing the cleanup.

Callers: The callers contact volunteers for set up, serving the meal, clean up, and for making bars. Due to the nature of the ministry the calling is infrequent but very rewarding.

Servers: Setting up takes approximately 1 to 1 ½ hours.
Serving the meal takes approximately 1 hour.
Cleaning up and helping with dishes takes 1 to 1 ½ hours.

Baking: Time commitment varies, depending on what you bake.

ESTIMATED TIME COMMITMENT: Varies on degree of involvement.

GRIEF SUPPORT MINISTRY

People who have experienced death participate in the support series and may desire to be trained as a small group facilitator.

HOMEBOUND MINISTRY

Eucharistic Minister ~ On a weekly basis communion is brought to people who are not able to get to church.

Meals ~ Provided for those in need after hospitalization, stay in nursing home, or sickness.

Ministry of Prayer ~ People who are homebound continue their connection to parish life by praying for the needs of the parish community.

NURSING HOME
MT. OLIVET

A weekly visit is made to the nursing home by the volunteer group. Residents are gathered together for prayer and communion.

PASTORAL CARE COMMITTEE

Ministry Coordinators attend seasonal meetings (Fall to Spring) to plan and evaluate seasons and ministries, then work together to implement these plans. They meet as posted or announced.

ESTIMATED TIME COMMITMENT: 2 hour meetings.

Annunciation School is a Catholic parish School. We are a united and caring community of students, staff and parents committed to learning based on Christian values within our rich Catholic heritage. We provide our students with an outstanding religious and academic education, addressing the needs of the whole child.

APO

2014-2015 CO-PRESIDENTS:

Sarah Yohanns; &
Roberta Deitrick

Annunciation Parents Organization (APO), in partnership with teachers, administration and school board, helps to provide the best environment for the students spiritually, academically and socially.

**SCHOOL ADVISORY COUNCIL
2014-2015**

Beth Caffrey (15)
Andy Cebulla (15)
David Gartner (17)
Scott Guilliat (16)
Kristin Hartley (15)
Colleen Knapp (16)
Uli Loichle (16)
Andrea Markley (16)
Brett Mortenson (15)
Dave Rutt (17)
Robin Stubblefield (17)
Becky Studt (17)

SCHOOL ADVISORY COUNCIL CHAIR: Kristin Hartley

Is an advisory body that works with the president, principal and pastor in the development and administration of school policies. The Council is also responsible for preparing the school budget and maintaining the financial health of the school. The Council consists of the pastor, school president, school principal, and council members who are elected for three year terms by parishioners and/or parents of Annunciation School students, election is held in May.

ESTIMATED TIME COMMITMENT: monthly meetings plus
individual committee; responsibilities, e.g.
marketing, development, budget, etc.

**JUNIOR HIGH
YOUTH MINISTRY (GRADE 7-8)**

Junior High years can be difficult and awkward with complex friendships; puberty and more demanding school work. That is why the need for an accepting, safe, fun, challenging and faith exploration environment is so important and appealing to youth. Junior High youth group meets throughout the year on Wednesdays.

**SENIOR HIGH
YOUTH MINISTRY (GRADE 9-12)**

Senior High youth are experiencing a lot of change in their lives. Different schools, new friends, expanded entertainment options and challenging social situations. With all this transition Annunciation Youth Ministries goal is to provide another safe and stable place for your son or daughter to explore their interests, deepen their faith and maintain positive relationships. Senior High youth group meets throughout the year on either Sundays or Mondays.

PEER MINISTRY (GRADE 11-12)

The sheep of our parish need shepherds more than ever. Media influences, destructive personal choices, demanding lifestyles and peer pressure affect junior high youth. They are yearning for role models and mentors living their faith. The Peer Ministry Team of juniors and seniors in high school help chaperone recreation events, lead small group discussions and retreats and be a positive role model to junior high youth. AYM Leadership meets the first Sunday of the month August-June.

AYM ADVISORY COUNCIL

The AYM Advisory Council an advisory body that works with the Director of Youth Ministry (AYM). The council reviews programming, helps establish policies and is the visioning group for youth ministry. The council meets quarterly in March, June, September & December and is comprised of parishioners, parents, youth and a parish council member.

Protecting Children's Youth Initiative requires all adult volunteers that work with youth to complete the following before volunteering.

1. Complete a Criminal Background Check.
2. Attend VIRTUS Training. www.virtus.org
3. Sign a volunteer code of conduct annually.

PARISH FELLOWSHIP

**STAFF PERSON: Fr. James Himmelsbach, 612-824-9993 ext. 228
or email: jhimmelsbach@annunciationmsp.org**

BRIDGE

COORDINATOR: Sally Gleason,
612-825-7404

Requirements: a love of bridge and your enthusiasm. Players are needed for both Women’s Bridge Marathon and Couples Marathon.

ESTIMATED TIME COMMITMENT: Starts in September and continues through May.

COFFEE / DONUT

Fosters fellowship in the parish community, in addition to daily or Sunday liturgies. Events included are **Coffee/Donut Sunday** and **Ice Cream Social** (August).

ESTIMATED TIME COMMITMENT: Varies depending on involvement.

2014-2015 COFFEE / DONUT COORDINATOR:

September ~ SeptemberFest!

October	Peace & Justice Cmte	Sr. Sue Torgersen
November	Men’s Group	Fr. Jim Himmelsbach

December ~ Christmas Bake Sale & Boutique

Respect Life Cmte.	Sr. Sue Torgersen
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January ~ Catholic Schools Week

APO President(s)
Jennifer Cassidy

February	BSA Scouts Sunday	Fr. Jim Himmelsbach
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March	GSA Scouts Sunday	Fr. Jim Himmelsbach
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May	School Advisory Council	Council President
		Jennifer Cassidy

June	Volunteer Appreciation	Parish & School Faculty & Staff
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August ~ Ice Cream Social	12 Apostles Plus Randall Haney
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PANCAKE BREAKFAST

Staff Contact: Jimmy Dunn, ext. 243 (or voicemail ext. 506) or email: jdunn@annunciationmsp.org
Everyone is welcome. No reservations required.
As posted or announced [Fall through Spring].

SEPTEMBERFEST

CO-COORDINATORS:
Kristin & Grant Hartley,
612-243-3548
Ashleigh & Dan Varley
612-822-2286

Staff Contact: Jimmy Dunn, ext. 243 (or voicemail ext. 506) or email: jdunn@annunciationmsp.org ; & Eli Pollock, ext. 261 or email: epollock@annunciationmsp.org.
Draws the entire community together in a weekend filled with activities, games, food, entertainment and spirit. Primary chairperson coordinates all activities and recruits sub-committee chair people who oversee their specific jobs. They, in turn, recruit volunteers to work during the weekend of Septemberfest.

ESTIMATED TIME COMMITMENT: Varies by degree of involvement. Chairperson works 6 - 10 hours per week from about April until Septemberfest weekend, plus some follow-up time. Sub-committee people work 4 - 6 hours per week during part of this time frame; booth volunteers work varies with involvement.
2014 [September 19th - 21st]
2015 [September 18th - 20th]

CHURCH KITCHEN

COORDINATOR: Helen Weides,
612- 824-6268

Looks after the condition of the kitchen and will serve as our parish representative, supervision for groups use of our church kitchen facilities.

COMPENSATION COMMITTEE

Committee Members are commissioned by the Pastor.

ESTIMATED TIME COMMITMENT: Varies

**ENDOWMENT FUND
COMMITTEE**

Staff Contact: Tom Konz, ext. 255 or email: tkonz@annunciationmsp.org
Solicits contributions to the endowment fund, and oversees investment results.

ESTIMATED TIME COMMITMENT: Quarterly meetings.

FINANCE COMMITTEE

COORDINATOR: Jennifer Radam
612-922-5646

Staff Contact: Randall Haney, 612-824-9993 ext. 241
or email: rhane@annunciationmsp.org

Is responsible for overseeing the financial matters of the parish, including preparation of the annual budget, monitoring expenditures of the various committees and ministries, and managing financial assets of the parish. They meet as posted or announced.

ESTIMATED TIME COMMITMENT: Varies

**PARISH PASTORAL COUNCIL
2014-2015**

Scott Bates (15)
Jen Campbell (15)
Luke Carlson (17)
Nancy Hoyos (17)
Chris Huber (15)
Jolene Iverson (15)
Christopher Jo (16)
Art Otto, Trustee
Sara Peterman (16)
Laurie Peterson (17)
Todd Radam, Trustee
Matt Tuttle (16)
Greg Weides (16)
Beth Woods (17)

COUNCIL CHAIR: Jen Campbell

Is an advisory body for the Pastor, providing feedback on Stewardship Committee, Finance Committee and Peace & Justice Committee recommendations. Members act as representatives of the Parish to the Pastor as well as serve as ambassadors of the parish to parishioners and non-parishioners alike. They promote inclusiveness, recruit volunteers, lead and participate in events, sit on standing or ad-hoc committees and attend monthly Parish Council meetings. Three year term. (3-5 hours/month).

ESTIMATED TIME COMMITMENT: Meetings, first Tuesday 7 – 9pm,
Hospitality Room (Fall to Spring)

STEWARDSHIP COMMITTEE

Staff Contact: Tom Konz, ext. 255 or email: tkonz@annunciationmsp.org
Directs the annual parish campaign of time, talent and treasure to support on going parish ministries. They meet as posted or announced.

ESTIMATED TIME COMMITMENT: Varies.

TWELVE APOSTLES PLUS

COORDINATORS:
Tim Gagliardi, 612-825-6743

Staff Contact: Randall Haney, 612-824-9993 ext. 241
or email: ghaney@annunciationmsp.org
Maintains the outside church grounds, including landscaping, and other
jobs involving maintenance and repair.

ESTIMATED TIME COMMITMENT: Weekly, Tuesday
7:00am - 12:00 noon (9am coffee break)

WELCOMING NEWCOMERS

CO-COORDINATORS:
Joan Moffat, 612-926-9786; or
Alice Weides, 952-881-3751

Welcome newcomers to the parish as posted or announced.