

## **ROLES within PARISH LIFE COMMITTEE**

**As of 3/11/2025 Revision 2**

### **CHAIRPERSON with All Committee Members**

#### **Patty Dean**

**Conduct Monthly Parish Life Meetings** – Lead prayer, introductions, keep meeting moving, adjourn meeting.

**Write and submit Bulletin Notices for upcoming PL Activities and Events.** Submission to Parish Office Administrator must be by each SUNDAY before 10am for the following Sunday's bulletin.

**Acquires Parish Life Financial Records from Parish Office** – Reports activity and balance at each Parish Life Meeting

### **RECORDING SECRETARY**

#### **JEANETTE LOSEKAMP**

**Attend and take notes at Parish Life Monthly Meetings.**

Create each month's Meeting Agenda from prior month's meeting notes

Email to Parish Life Committee Members the prior meeting notes and next month's Meeting Agenda as part of reminder of next meeting date and time. Correspond as needed on behalf of Parish Life.

### **ACTIVITIES AND EVENTS ROOM CO-ORDINATOR**

#### **PATTY DEAN**

**Reserve meeting and activity rooms** with parish office as requested.

**Coordinate with Jessica Hallerman, Parish Office, re bulletin announcements for upcoming events 1-2 months out**

**Notify Music Ministry Director, Dr. Patrick Wickliffe, regarding pulpit announcements as needed**

### **ANNUAL PARISH LIFE EVENTS**

#### **Anniversary Mass and Luncheon      Karen Thomas**

The date of this event is the first or second Sunday in October, depending upon the pastor's calendar.

Purpose is to celebrate parishioners' significant wedding anniversaries: 25, 50 and 75 years.

After Mass a luncheon is held in the meeting room off the gathering space in the back of church.

#### **Bountiful Hearts Sponsorship      Terri Mertz**

Coordinates Parish Life donations to make and distribute 110+ meals one month a year

#### **El Salvador Sponsorship      Patty Dean**

Coordinates Parish Life Team donations with El Salvador Sponsorship of a Child parish committee.

Collects information of student(s) sponsored and reports to Parish Life Team

#### **Skyline Chili Fundraiser      Barbara Menke**

Coordinates logistics with Harrison Skyline Restaurant Manager to set date and times

Coordinates Parish Life volunteers as needed

### **PARISH LIFE ACTIVITIES**

#### **The Breakfast Club      Debbie Hansell**

(Every other Even Month) Lead social 9:00AM gathering, 2<sup>nd</sup> Saturday of every other even Month beginning in February

Assure Bulletin Notice Coordinator has information as necessary.

Held at Bob Evan's Restaurant, Harrison, Ohio

#### **J.U.L.I.E.T.S      Phyllis Morris and Nancy Tiemeier**

(Every other Odd Month) Lead Women's 11:30AM Luncheon, 4<sup>th</sup> Thursday of every other Month beginning in January

November's luncheon is 2<sup>nd</sup> Thursday due to Thanksgiving holiday

Assures correct dates are provided to Bulletin Coordinator and Pulpit Announcements

Coordinates logistics with Harrison Ohio local restaurant

#### **R.O.M.E.O.S**

(Monthly)

#### **Hub Martini**

Leads Monthly Men's 11:30AM Luncheon, 1<sup>st</sup> Tuesday of every Month.

Assures correct dates are given to Bulletin Coordinator (Karen Thomas does Pulpit Notifications)

Coordinates logistics with Red Squirrel restaurant as needed.