



IMMACULATE CONCEPTION CHURCH  
*Stewardship Opportunities*  
2023-2024



**Stewardship** is a process whereby we return a portion of our **Time, Talent and Treasure** to God. It is done in the spirit of sacrifice to return to the Lord something that represents a true “Thank You” for all the many blessings that God has given to each of us. Stewardship helps each of our parishioners to find a meaningful way to express their gratitude to God and at the same time to support our parish community.

In Psalm 116, the psalmist asks aloud,

**“How shall I make a return to the Lord for all the good he has done for me?”**

Have you ever had the experience of putting yourself out for someone and never getting a thank-you in return? It’s disappointing when it happens. The obligation to express gratitude is universal

in human cultures. How much more should we make a return to the Lord!

But you may say, “I don’t feel particularly grateful at this time, when I look at what’s happening in my life or in our world. I don’t see much good.” Remember Job who tells us,

**“The Lord has given and the Lord has taken away. Blessed be the name of the Lord!”**

We are asking everyone at Immaculate Conception Parish to take a deeper step into expressing his or her gratitude to the Lord, whether you feel like the psalmist or like Job. We are inviting one another to share in Christ’s ministry to establish the Reign of God right here and right now. This is the heart of Stewardship:

**Returning in gratitude some of what the Lord has given to us, and at all times blessing the name of the Lord!**

From the Staff of ICC & in the Spirit of St. Francis de Sales,

Michele Bean,  
*Business Manager*

Gina Drost,  
*Director of Faith Formation*

Tracey Kruger,  
*Secretary, Bulletin Editor & Parish Registration*

Marie Marshall,  
*Youth Minister and Media & Graphic Design*

Fr. John McGee, OSFS,  
*Pastor*

Andrea Reynolds,  
*Director of Music*

Claudia Sing,  
*Office Manager*

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# Parish Councils

## PARISH PASTORAL COUNCIL (PPC)

The Parish Pastoral Council (PPC) is an advisory body assisting the pastor and staff in achieving the vision and mission of the parish. The Council normally meets on designated Saturdays from 9:00 am to 12:30 pm approximately six times a year. Members participate in projects undertaken by the Council and other ministries of the parish. Term of office is three years. Prospective members are chosen by a spiritual discernment process by the parish each spring. Parishioners must be registered in the parish for one year and committed to the principles of parish Stewardship.

**Contact: Aaron Bean**  
**aaronabean@gmail.com**  
**413-246-3757**

## PARISH FINANCE COUNCIL (PFC)

The Parish Finance Council (PFC) advises the pastor and staff on financial matters affecting the parish. Responsibilities include review and approval of the annual budget, financial planning and financial reports; monitoring of financial procedures; and assisting the parish staff in improving financial practices and procedures. Parishioners must be registered in the parish for one year and be committed to the principles of parish Stewardship. A background in finance, accounting or business management is preferred. The Council normally meets quarterly, and dates are published in the bulletin. There is also at least one budget review meeting that would require some work in preparation of the budget meeting. Term of office is three years.

**Contact: Michael Bollinger**  
**djboles2003@yahoo.com**  
**225-317-1183**

# Liturgical Commission

*The Liturgical Commission's mission is to acknowledge God's presence in our preparation and celebration of liturgical life. This is accomplished through parish catechesis in liturgy and the sacraments, and theology and formation of liturgical ministers.*

- *All liturgical ministers are required to participate in training sessions before participation.*
- *In addition to the above training, ministers are expected to attend a yearly training session to refresh and update their ministry.*
- *Individuals are asked to pray and discern the one liturgical ministry in which they will serve the community. This applies to Altar Server, Extraordinary Minister of Holy Communion during the Liturgy and to the Sick/Homebound, Greeter, Lector, Music Ministry and Usher.*

## ALTAR LINEN CARETAKERS

Altar Linen Caretakers wash and iron all linens used during liturgies and baptisms. All linens must be picked up after the last Sunday liturgy and returned by Wednesday. Instructions are provided for the proper care of the linens. Caretakers work on their own time. Scheduling depends on the number of caretakers.

**Contact:** *Mary Jane Wisneski*  
*maryjane.wisneski@gmail.com*  
*910-707-1110*

## ART & ENVIRONMENT

Art & Environment (A&E) is responsible for enhancing the visual atmosphere of the church during the liturgical year. Individuals contribute their various talents.

### *Opportunities to serve:*

- sewing and other skills
- drawing
- designing

**Contact:** *Gale Wallace*  
*wallace481@aol.com*  
*910-796-1790*

## LITURGY SET-UP (SACRISTAN)

Liturgy Setup prepare all necessary items that are used during the liturgical and sacramental celebrations (e.g., candles, linens, incense, etc.) during the week or weekend liturgy. Duties include periodic care of vestments, organization of liturgical books, and responsibility for the opening and closing of the building for weekend liturgies. Training sessions are required.

**Contact:** *Fr. John McGee*  
*jmcgee@iccwilm.org*  
*910-791-1003*

# Liturgical Commission

## FULLY ENGAGED MARRIAGE PREPARATION

Fully Engaged explores couples basic expectations of marriage, including communication skills, problem solving skills, attitudes on money, children, religion, sexuality and in-laws. In addition it attempts to sharpen communication regarding compatibility, background, two-career families, interfaith marriage and second marriages. Time commitment of the married couple who facilitates this process varies according to the number of engaged couples preparing for marriage. Training is required to interpret the Fully Engaged inventory survey and is provided by the Diocese. Training is provided and all team members are married couples.

### *Opportunities to serve:*

- Married couples to facilitate Fully Engaged Survey

**Contact: Don & Debra Paulson**  
*dpaul79912@aol.com*  
**910-399-2708**

## FUNERAL PLANNING MINISTRY

The Funeral Planning Ministry endeavors to provide consolation, support and guidance to the family of a deceased parishioner. A team, consisting of two people, meets at the church with the family to assist with preparations, planning, and coordinating of the funeral liturgy. Additionally, they meet the family at the church and assist the family before, during, and after the liturgy. The co-coordinators provide on-going training and support for new team members.

### *Opportunities to serve:*

- Meeting with bereaved families
- Assisting during the funeral liturgy

**Contact: Pat Holleman**  
*patholleman42@gmail.com*  
**910-262-3619**

**Individuals may serve in only ONE of the following Liturgical Ministries**

## ALTAR SERVERS

Altar Servers prepare the altar for the celebration of liturgy and assist the presider during the liturgy. Anyone nine years of age or older who has celebrated First Eucharist is eligible and must be tall enough (48") to reach the altar. Males, females, and families are encouraged to participate in the ministry. Training sessions are required.

**Contact: Mike Koppenhafer**  
*mjkoppenhafer@gmail.com*  
**910-622-1174**

# Liturgical Commission

## EXTRAORDINARY MINISTERS OF HOLY COMMUNION

The Bishop, priest, and deacon are the ordinary ministers of the Eucharist. Extraordinary Ministers of Holy Communion are members of the lay faithful who are recommended by the Pastor and appointed by the Bishop to distribute the Body and Blood of Christ to a specific parish community for a period of three years. Ministers must be confirmed Catholics in full communion with the Church. Training sessions are required.

### DURING THE LITURGY

Extraordinary Ministers of Holy Communion during the Liturgy join the Presider in distributing the Body and Blood of Christ during the Liturgy. Training sessions are required.

**Contact: Susan Delahunty**  
*msusandel@gmail.com*  
**919-785-6860**

### TO THE SICK/HOMEBOUND

Extraordinary Ministers of Holy Communion to the Sick/Homebound bring the Eucharist, Gospel Message, and “the parish” to the sick and those who are confined to homes on Thursday following the 9:00 am Liturgy, and to health care facilities and assisted living facilities on Sunday following the 8:30 am Liturgy. Training sessions are required.

**Contact: Thursday**  
**Cindi Wallace**  
*cindiwallace1@gmail.com*  
**919-274-4813**

**Sunday**  
**Janice Jordan**  
*janicejordan1022@gmail.com*  
**203-948-2136**

## GREETERS

Greeters provide a welcoming presence and hospitality by greeting people entering the church, assisting visitors, and providing hymnals. Families are encouraged to participate in this ministry. Training sessions are required.

**Contact: Bobbie Peterson**  
*bobbiedpeterson@gmail.com*  
**910-799-4289**

## LECTORS

Lectors proclaim the Scriptures at all liturgical celebrations in a manner that enables the assembly to understand and appreciate the beauty and rich content of the “Word of God.” They carry the Book of Gospels to the altar during the entrance procession, read the First Reading, the Second Reading, and the General Intercessions. Those seeking to participate must have received all three sacraments of initiation: Baptism, Confirmation, and First Eucharist. One training session is required. Preparation materials are provided.

**Contact: Judy Chmielewski**  
*wchmielenski@ec.rr.com*  
**910-383-0374**

# Liturgical Commission

## USHERS

Ushers provide a welcoming presence and sense of hospitality. They serve at the weekend liturgies as well as major feast days and special liturgies. They welcome and assist with seating parishioners, make sure the sanctuary space is utilized properly, assist with the collection(s), and facilitate the presentation of the gifts. Training sessions are required.

**Contact: Joe McDonald**  
*yfdltjoe@comcast.net*  
**910-769-7792**

## ICC CHOIR

The ICC Choir is a standard, SATB mixed choir, which sings for the 8:30 am liturgy throughout the year. Rehearsals are scheduled normally Thursday from 7:00 - 8:30 pm. Participation is open to high school youth through adults. The choir facilitates music for the assembly during weekend liturgies, and also sings for occasional events.

**Contact: Andrea Reynolds**  
*areynolds@iccwilm.org*  
**910-791-1003, ext. 114**

## FUNERAL CHOIR

The Funeral Choir enhances our Funeral and Memorial liturgies throughout the year. Members are alerted to the time and day of a Funeral or Memorial liturgy. The Funeral Choir rehearses once per month in consultation with the music director. This ensemble is perfect for parishioners who are available during the week, or for those who may not have a schedule suitable for the ICC Choir.

**Contact: Andrea Reynolds**  
*areynolds@iccwilm.org*  
**910-791-1003, ext. 114**

## CANTORS

Cantors direct and support the people's singing. Their ministry is the most visible within our music program. With the assistance of our cantors, the assembly is capable of full and active participation in liturgy through singing. Upon completing an audition with the Music Director, cantors prepare music for assigned liturgies. Cantors rehearse monthly on Thursdays from 8:00 - 8:30 pm. A typical cantor will sing 1-2 liturgies per month.

**Contact: Andrea Reynolds**  
*areynolds@iccwilm.org*  
**910-791-1003, ext. 114**



# Faith Formation Commission

*The Faith Formation Commission's mission is to provide a lifelong intergenerational whole community approach to faith formation that emphasizes parish and home preparation and formation based on events of the liturgical year. This catechetical process aims toward growth in many dimensions of Christian discipleship: knowledge of faith, liturgical life, moral formation, prayer, belonging to community and missionary spirit. It is faithful to Catholic tradition and responsive to the needs and lived experience of people today.*

## BAPTISM PREPARATION

Baptism Preparation assists parents in their understanding of the meaning of the baptismal call and prepares them for the responsibility of raising their child in the Catholic faith. Time commitment for the following opportunities is normally 2 hours. Training is provided.

### *Opportunities to serve:*

- Baptism Host, who welcomes the family and offers assistance on the day of the baptism before and during the liturgy

**Contact:** *Gina Drost*  
*gdrost@iccwilm.org*  
*910-791-1003, ext. 112*

## CONFIRMATION PREPARATION

Preparation for the Sacrament of Confirmation stresses that the individual begins to acknowledge a personal commitment to a spiritual journey that will last a lifetime. Catechesis encourages this commitment by deepening each individual's understanding of the sacrament through formation sessions, by encouraging personal witness through social justice activity, participation in the parish's liturgical life, and by helping to enrich each candidate's prayer life through retreats and other prayer experiences. Diocesan and parish requirements are fulfilled in a two-year preparation process which begins in high school.

### *Opportunities to serve:*

- Catechist
- Catechist aide
- Stewardship project coordinator
- Clerical duties

**Contact:** *Marie Marshall*  
*mmarshall@iccwilm.org*  
*910-791-1003, ext. 110*

# Faith Formation Commission

## FIRST RECONCILIATION PREPARATION

The Sacrament of Reconciliation Preparation prepares children to receive the Sacrament for the first time. This process involves participation in the Children's Faith Formation program, parish wide faith formation gatherings, attendance at parent/child workshops and completing required materials at home. Diocesan guidelines state that children who have been baptized in the Catholic Church are to be involved in a catechetical process for at least a year prior to formal preparation for this sacrament. First Reconciliation is usually scheduled during the fall and is normally celebrated during a Parish Communal Reconciliation Service.

### *Opportunities to serve:*

- Catechist
- Catechist aide
- Clerical duties
- Hospitality
- Special projects
- Reception Celebration assistance

**Contact: Gina Drost**  
***gdrost@iccwilm.org***  
***910-791-1003, ext. 112***

## FIRST EUCHARIST PREPARATION

The First Eucharist Preparation prepares children to receive the Sacrament of Eucharist for the first time. This process involves participation in our Children's Faith Formation program, parish wide faith formation gatherings, attendance at weekly liturgy, parent/child workshops, retreat, rehearsal and completing required materials at home. As required by the Diocese, children are to be regular participants in the faith formation process at least one year prior to formal preparation for this sacrament. The National Directory for Catechesis requires that parents, too, take an active part in the child's formation. First Eucharist is usually scheduled during the spring and is celebrated with the entire parish community at all Liturgies on a designated weekend.

### *Opportunities to serve:*

- Catechist
- Catechist aide
- Clerical duties
- Hospitality
- Special projects
- Reception Celebration assistance

**Contact: Gina Drost**  
***gdrost@iccwilm.org***  
***910-791-1003, ext. 112***

# Faith Formation Commission

## ORDER OF CHRISTIAN INITIATION OF ADULTS

Order of Christian Initiation of Adults is the process through which the Catholic Church receives new adult members, and has three phases: **The Pre-Catechumenate** is a process for those interested in exploring Roman Catholicism. These meetings normally take place in the De Sales Faith Formation Center. **The Catechumenate** is a process for Catechumens (unbaptized) and Candidates (Christian baptized) to delve more deeply into Scripture to accompany them on their faith journeys. These meetings normally take place on Sunday, 9:30 am to 11:00 am in the De Sales Faith Formation Center. **Mystagogia** provides a continuation for Catechumens to help them become fully integrated into parish life. These meetings normally take place in the De Sales Faith Formation Center, and times are established as needed.

### *Opportunities to serve:*

- Sponsor
- Catechist

**Contact: Gina Drost**  
[gdrost@iccwilm.org](mailto:gdrost@iccwilm.org)  
910-791-1003, ext. 112

## CREATION STATIONS

Creation Stations is an on-going series of intergenerational creative and educational workshops led by parishioners, for parishioners. We are a church full of God-given talent, and we want to facilitate opportunities to share them with each other while building our faith community.

### *Opportunities to serve:*

- Workshop Presenter
- Hospitality
- Coordinator
- Set-Up / Clean-Up

**Contact: Gina Drost**  
[gdrost@iccwilm.org](mailto:gdrost@iccwilm.org)  
910-791-1003, ext. 112

## BIBLE STUDY

Bible Study promotes faith-sharing in a small discussion group format. Groups meet in the De Sales Faith Formation Center at various times and days for a set number of weeks to reflect on the materials chosen for the current study. Members support and encourage one another on their faith journey, as they learn more about the Bible and their Catholic faith.

### *Opportunities to serve:*

- Group Facilitator

**Contact: Gina Drost**  
[gdrost@iccwilm.org](mailto:gdrost@iccwilm.org)  
910-791-1003, ext. 112

# Faith Formation Commission

## CHAPTER BY CHAPTER BOOK STUDY GROUP 1 & 2

The purpose of the Chapter by Chapter Book Study Group is to learn more about our faith and its application to our lives by reading substantive books by Catholic authors. The first group was so popular that a second group was started and is accepting members.

**Contact: Group 1**  
**Phyllis Filgate**  
**phyllisf6@msn.com**  
**910-399-7989**

**Group 2**  
**Hilda Schmid**  
**schmidhilda543@gmail.com**  
**910-397-7987**

## LANDINGS (FOR RETURNING CATHOLICS)

Landings is a program that invites inactive Catholics to weekly (six) reflection sessions during the Lenten Season. The aim is to aid Catholics in reuniting with their Catholic faith and Catholic community through active participation in Mass, the sacraments, and the activities of the Church. Landings facilitators and participants walk side-by-side through the weekly sessions of the Landing Process booklet. They share their thoughts and feelings concerning their shared Catholic faith and what it means to be Catholic. Resources employed are the Landings study guide, Catechism of the Catholic Church, and the Catholic Bible.

### **Opportunities to serve:**

- Facilitator
- Witness to the Faith

**Contact: Gina Drost**  
**gdrost@iccwilm.org**  
**910-791-1003, ext. 112**

## LENTEN BOOK STUDY

The Lenten Book Study promotes faith-sharing in a small discussion group format. Groups meet in private homes or in the De Sales Faith Formation Center at various times and days during Lent, to reflect on the materials chosen for the year. Members support and encourage one another on their faith journey, as they learn more about the Catholic faith.

### **Opportunities to serve:**

- Group Facilitator

**Contact: Gina Drost**  
**gdrost@iccwilm.org**  
**910-791-1003, ext. 112**

# Faith Formation Commission

## WOMEN'S FAITH SHARING GROUP

The Women's Faith Sharing Group is for women who are interested in having some time to explore their own faith, as well as to become better examples of faithful people to their families. Time is spent building friendships with other Catholic women who are going through similar life experiences. This group supports one another with spiritual wisdom gained through reading Catholic-inspired books and from their collective knowledge. This group usually meets Wednesday evenings from 7:00 - 9:00 pm in the De Sales Faith Formation Center.

### *Opportunities to serve:*

- Facilitator

**Contact: MaryBeth Hanson**  
***cmbhanson@ec.rr.com***  
**910-409-4660**

## YOUTH MINISTRY

Youth Ministry is composed of Total Youth Ministry (TYM) for young people in 9th thru 12th grade and Junior Youth Ministry (JYM) for young people in 6th thru 8th grade. The goal of Youth Ministry is to foster the TOTAL personal and spiritual growth of our young people in Grades 6-12, both individually and as a community. This is done through reinforcing the eight components of Youth Ministry: Catechesis, Advocacy, Community Life, Evangelization, Justice/ Service (outreach), Leadership Development, Pastoral Care, and Prayer and Worship. The primary focus of Youth Ministry is to create an atmosphere where adolescents can experience a real connection to their faith – providing an environment where they can concentrate on their spiritual and personal issues and concerns in a positive and encouraging format which reinforces the Catholic perspective. Sessions normally meet alternate Sunday afternoons from 12:00 pm to 2:00 pm, in the De Sales Faith Formation Center, September through May.

### *Opportunities to serve:*

- Catechist
- Catechist Aide
- Clerical help
- Parking Lot Monitor
- Receptionist
- Special Project Leader
- Special Project Aide

**Contact: Marie Marshall**  
***mmarshall@iccwilm.org***  
**910-791-1003 ext. 110**

# Faith Formation Commission

## CHILDREN'S FAITH FORMATION

This ministry assists children in Kindergarten thru 5th Grades on their faith journey. Activities include stewardship opportunities and other social programs. Sessions normally meet alternate Sunday afternoons from 12:00 pm to 2:00 pm, in the De Sales Faith Formation Center, September through May. The Sacraments of First Reconciliation and First Eucharist are received by the youth in this program. First grade faith formation is a pre-requisite for entering the second grade Sacramental year for First Reconciliation and First Eucharist.

### *Opportunities to serve:*

- Catechist
- Catechist Aide
- Clerical help
- Parking Lot Monitor
- Receptionist
- Special Project Leader
- Special Project Aide

**Contact: Gina Drost**  
***gdrost@iccwilm.org***  
***910-791-1003, ext. 112***

# Inreach Commission

*The Inreach Commission's mission is to develop parish life through community building and fellowship by offering programs and events to enrich and support the lives of the parishioners of Immaculate Conception.*

## HOSPITALITY & SOCIAL COMMITTEE

The Hospitality & Social Committee endeavours to provide a variety of social events that embrace the parish. Examples include: providing hospitality after designated weekend liturgies and various liturgical celebrations, planning and providing other social events.

### *Opportunities to serve:*

- Assistance in the organization of events
- Preparing and distributing promotional materials
- Event set-up
- Event clean-up

**Contact: RoxanneThompson**  
*roxisland@yahoo.com*  
910-264-2967

**Carrie Dworshak**  
*obrienshak@aol.com*  
301-275-7566

## LAZARUS MINISTRY

Lazarus offers a reception at the church for the family and friends of a deceased member following the funeral service. Food is provided by Lazarus members.

### *Opportunities to serve:*

- Food preparation
- Reception set-up
- Reception clean-up

**Contact: Linda Hogan**  
910-452-2959

## ST. MARTHA'S MEALS

St. Martha's Meals Ministry focuses on assisting families with newborns in our faith community as well as parishioners who have been hospitalized and need some help with meals when they first come home. Each family receives approximately one full week's worth of dinners.

### *Opportunities to serve:*

- Meal preparation
- Delivery of one meal on a scheduled day to the family / individual

**Contact: Kristen Behm**  
*kfreccia@aol.com*  
910-313-2761

# Inreach Commission

## VISITATION MINISTRY

The Visitation Ministry visits those who are unable to attend the weekend liturgy; this includes the sick and homebound, those in assisted care facilities, and those in the hospital. Continuing to "Live Jesus" as members bring warmth, smiles, and love to those who cannot be physically with us.

### *Opportunities to serve:*

- Visitor

**Contact:** *Mary Swack*  
*maryswack@gmail.com*

## WELCOME/ORIENTATION/REGISTRATION COMMITTEE

The Welcome/Orientation/Registration Committee welcomes all new parishioners to Immaculate Conception during an Orientation gathering. The committee encourages new parishioners to participate in the life of the parish by contributing their Time, Talent and Treasure. The Welcome/Orientation/Registration events are held throughout the course of the year on designated Saturdays from 9:00 am to 10:45 am. The scheduled dates are listed in the parish bulletin.

### *Opportunities to serve:*

- Set up Brisson Hall
- Clean up Brisson Hall
- Food preparation
- Initial and follow up contact
- Greeting new parishioners

**Contact:** *Position Open*



# Outreach Commission

*The Outreach Commission's mission is to promote an awareness of social justice issues within the community. The Commission seeks to provide food, clothing, educational materials, and other opportunities for Outreach activities. Suggestions are made to the pastor concerning the disbursement of Charity and Justice Funds.*

## CARE MINISTRY

The Christmas Angel Request Extravaganza (CARE) provides assistance to those in need in New Hanover and Pender Counties. The ministry works with Catholic Charities to identify and address needs.

### *Opportunities to serve:*

- Collecting and sorting items
- Collecting applications
- Answering questions after liturgy
- Drivers with a pick up truck
- Creating a spreadsheet of needed items
- Shopping for needed items

**Contact: Jim & Jo Bowes**  
*bowesjjaak@gmail.com*  
319-290-4808

**Aaron & Michele Bean**  
*michelebean25@gmail.com*  
413-537-1847

## HELP CENTER OF FEDERAL POINT

The Help Center's Mission Statement is "To live Jesus by caring for the people of our community who are in need." Our service area includes any needy residents from Carolina Beach to Monkey Junction, and any individuals referred by ICC and the other churches within our service area. All clients who come to the Help Center are treated with confidentiality and respect, and receive two-week portions of food. When funds are available, the Help Center provides emergency financial assistance with medication, rent, utilities, transportation, and other needs on a short-term basis. The Help Center also provides Christmas Food Baskets to families in need. We are supported by ten local churches, many local businesses, charitable organizations, and concerned citizens. We are staffed by trained volunteers who work one day a month for two hours distributing food and helping clients with other needs. Volunteers staff the Center Monday - Friday from 10:00 to Noon at 7 Raleigh Ave. in Carolina Beach.

### *Opportunities to serve:*

- Staff the Center and distribute food to those in need
- Transport food collected at the churches and bring to the Help Center weekly
- Assist with the Christmas Basket assembly and delivery
- Assist with the data collection at the Help Center after hours
- Assist with fresh food pick-up at Good Shepherd used to stock the Help Center

**Contact: Janice Jordan**  
*janicejordan1022@gmail.com*  
203-948-2136

# Outreach Commission

## ISLAND COTTAGE

Island Cottage was established in 2005 as an independent non-profit thrift store to generate operating income for the already established Help Center of Federal Point. The Island Cottage operates with one paid employee to run the day to day activities and a group of dedicated volunteers. Clients evaluated at the Help Center may be given vouchers to shop at the Island Cottage. Donated items that are not sold are given to other non profits. Volunteers work through the umbrella of the Senior Center in New Hanover County and receive a personalized orientation to their duties. Individuals can be a regularly scheduled or an on-call volunteer. The store is open Tuesday through Saturday.

### *Opportunities to serve:*

- Sorting donated items
- Pricing items for sale
- Reorganizing and cleaning display areas in Cottage

On-call volunteers may be called for a project or emergency situation at the Cottage for a unique set of skills. You sign up for what set of skills you have from need below:

- Plumbing
- Electrical work
- Interior/exterior painting
- Carpentry
- General “fix it” person
- Set up/take down for major sales (includes lifting)
- Moving and packing of seasonal stock changes

**Contact:** *Lacey Bender*  
*laceyabender@gmail.com*  
*910-707-1272*

## MEALS ON WHEELS

A weekend program to provide Saturday meals to the homebound and most in need on the 5th Saturday of the month, which is approximately 4 times/year. (four other area churches provide the service the 1st through 4th Saturdays). The ICC coordinator contacts volunteers to schedule the shopping, preparation, and delivery of the meals. Meal preparation begins at 8:00 am in the church kitchen.

### *Opportunities to serve:*

- Preparing the meals (approximately 1 1/2 hours)
- Delivering the meals to one of three routes from Monkey Junction to Kure Beach

**Contact:** *Tina Tucker*  
*ttucker640@gmail.com*  
*919-815-8813*

# Outreach Commission

## PRISON MINISTRY

The Prison Ministry visits the New Hanover County Correctional Center which is a minimum security prison on Division Drive near the Wilmington International Airport (ilm). The Catholic Ministers, which may include members of other parishes, are coordinated by ICC (normally with other ministers) to participate in the Catholic service on the first Saturday of each month from 7:30 pm to 8:30 pm and the third Sunday of each month from 2:25 pm to 3:25 pm. The service involves conducting scripture readings and discussions that are normally led by the prisoners. The minister then conducts a short Communion service for Catholic prisoners. It is necessary, therefore, that the Eucharist is picked up at the church prior to the service. The prisoners who attend may be Catholic or may be non-Catholics, curious about the Catholic faith. All ministers go through a background check and a one-time orientation/ training at the prison and they then must attend four hours of volunteer activities/services there before getting a prison pass (blue card). The background check and blue card must be renewed annually. Requirements also include being certified as an Extraordinary Minister of Holy Communion, have faith communication skills and familiarity with the Bible. *An ICC volunteer is needed who would become qualified who could eventually take over as coordinator.*

### ***Opportunities to serve:***

- Minister

**Contact:** *Bill Langlois*  
*w12langlois12@gmail.com*  
*910-232-0182*

# Plant & Operations Commission

*Plant & Operations Commission's mission is to ensure that the parish facilities, grounds, and operations are able to serve the needs of the parish community; to be good stewards of the parish finances by effectively attending to the maintenance needs of the buildings and grounds.*

## **BISHOP'S ANNUAL APPEAL (BAA)**

The BAA Committee organizes and coordinates this appeal annually. Each year the Diocese of Raleigh sponsors the Bishop's Annual Appeal as its means for each Catholic to support the ministry of our Diocesan Church. Time commitment is roughly two to three hours a week, depending on the number of volunteers. Volunteers should be active parishioners for the past six months and participate in the BAA campaign. Confidentiality and discretion are required. Commitment time is January through March.

### ***Opportunities to serve:***

- Sending out letters and pledges
- Processing pledges
- Recording of data and computer work
- Preparing schedule plan for rollout of BAA campaign
- Reconciling data between Parish & Diocese for accuracy
- Preparing weekly status report for Parish

**Contact:** *Amy Craig*  
*amycraig1@gmail.com*  
*910-520-7217*

## **GARDENING COMMITTEE**

Gardening Committee enhances and maintains the outside grounds of our church property with various annual and perennial plants and flowers. Typically, work is done in the mornings during spring, summer and fall.

### ***Opportunities to serve:***

- Fertilizing
- Watering
- Weeding
- Pruning
- Removal and addition of annual plants

**Contact:** *Kathy Cozza*  
*kathycozza@aol.com*  
*978-888-5096*

*Karen Kass*  
*karenkass1@gmail.com*  
*910-794-5293*

# Plant & Operations Commission

## MAINTENANCE COMMITTEE

The Maintenance Committee ensures that maintenance and replacement of the parish physical assets are planned for and performed on schedule, in accordance with the Parish Capital Asset plan. With direction from the Pastor and the Business Manager, the committee reviews and updates the Parish Capital Asset plan annually to reflect changes in assets and the building conditions. Periodic inspections of Parish physical assets are conducted and documented. The committee may provide recommendations for asset maintenance and replacement and seek quotes from vendors on behalf of the parish, as the Business Manager directs.

**Contact:** *Aaron Bean*  
*aaronabean@gmail.com*  
*413-246-3757*

## OFFICE RECEPTIONISTS

Office Receptionists warmly greet visitors and parishioners, answer phones, direct calls to the proper personnel and assist the staff in completing tasks and projects as needed.

### *Opportunities to serve:*

- Monday through Friday, mornings: 8:45 am to 12:30 pm
- Monday through Friday, afternoons: 12:30 pm to 4:00 pm

**Contact:** *Tracey Kruger*  
*tkruger@iccwilm.org*  
*910-791-1003, ext. 102*

## SAFE ENVIRONMENT TEAM (SET)

Safe Environment Team members implement the United States Catholic Conference of Bishops (USCCB) mandated program for the Protection of Children and Youth. The team provides the required training and background screening of all parishioners teaching or working with youth. Time commitment is usually only two to three hours for those assisting with presentations scheduled approximately four times a year. Other volunteer positions would require two hours once a month or less depending on need.

### *Opportunities to serve:*

- Facilitating and assisting with presentations (Presentations are already prepared)
- Inputting applications into the computer for background screening
- Preparing volunteer screening packets
- Room and equipment setup
- Updating church and diocesan databases
- Typing training certificates
- Mailing and monitoring the return of references
- Making reminder calls

**Contact:** *Claudia Sing*  
*csing@iccwilm.org*  
*910-791-1003, ext. 100*

# Plant & Operations Commission

## TREASURY COUNTERS

Treasury Counters tabulate weekly offertory and special Diocesan collections. The counters work in teams of four or more, approximately once a month, normally for two hours. Familiarity with a calculator is necessary. Parishioners must be registered in the parish at least six months and contributing their Time, Talent and Treasure. Confidentiality is required.

### *Opportunities to serve:*

- Counter

**Contact: Claudia Sing**  
***csing@iccwilm.org***  
***910-791-1003, ext. 100***

# National & Regional Organizations

## CATHOLIC DAUGHTERS OF THE AMERICAS, COURT 2444

Catholic Daughters of the Americas is the largest women's national organization in the world dedicated to strengthening their spiritual life through Christ and His church. Catholic lay and religious women, eighteen years of age or older, are welcome to be part of this organization. The Catholic Daughters support the church by prayer, social and charitable activities. A few of the projects we are involved in are; cooking and serving meals at the Ashley House (a shelter for homeless Veterans), cooking and serving meals at The Good Shepherd Homeless Shelter, helping out at the Carousel Center for Abuse Children, and collecting food for local food pantries. They share their stewardship of Time, Talent and Treasure as they continue to embrace the light of Christ.

**Contact: Linda Tozour**  
***[lindatozour@gmail.com](mailto:lindatozour@gmail.com)***  
**910-392-5954**

## KNIGHTS OF COLUMBUS, COUNCIL 1074

Knights of Columbus is the world's largest Catholic men's organization, founded in the United States in 1852 named after Christopher Columbus. The Knights support the church by various service ministries: conducting food drives, driving hospitality vans for the hospital, sell Tootsie rolls for Operation LAMB, sponsors an annual golf tournament to raise money for Special Olympics and Step Up For Soldiers, collect food and funds for the Tileston Outreach Program, help widows and the elderly with clearing their yard debris or small home repairs, and helping with youth projects at our parish.

**Contact: Barney McAteer**  
***[bmcateeroo@gmail.com](mailto:bmcateeroo@gmail.com)***  
**910-399-2482**

# Time & Talent Interest Sheet

Name: \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Name: \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Are you a registered parishioner of Immaculate Conception?  Yes  No Date: \_\_\_\_\_

**Select up to three ministries that you are considering and a ministry coordinator will contact you to discuss further details and/or training.**

## COUNCILS

*I would like to be considered for:  
(must be registered for 1 year for the PFC  
and six months for the PPC)*

- Parish Pastoral Council (PPC)
- Parish Finance Council (PFC)

## LITURGICAL COMMISSION

*I would like information on:*

- Altar Linen Caretaker
- Art & Environment (A&E)
- Fully Engaged Preparation
- Funeral Planning Ministry
- Liturgy Set-up (Sacristan)

*Individuals may serve in only **ONE**  
of the following Liturgical ministries at a time:*

Please check your liturgy preference:

5:00pm  8:30am  10:30am

- Altar Server
- Extraordinary Minister of Holy Communion - Liturgy
- EMHC to the Sick & Homebound - Thursday
- EMHC to the Sick & Homebound - Sunday
- Greeter
- Lector
- Music:
  - Cantor
  - Funeral Choir
  - ICC Choir
  - Instruments & Orchestra
- Ushers

## FAITH FORMATION COMMISSION

*I would like information on:*

- Baptism Preparation
- Confirmation Preparation
- First Reconciliation Preparation
- First Eucharist Preparation
- Order of Christian Initiation of Adults
- Creation Stations
- Bible Study

- Chapter by Chapter 1 & 2
- Landings (for Returning Catholics)
- Lenten Book Study
- Women's Faith Sharing Group
- Young Adult Fellowship
- Total Youth Ministry (TYM) Grades 9 - 12
- Junior Youth Ministry (JYM) Grades 6 - 8
- Children's Faith Formation (CFF) K - Grade 5

## INREACH COMMISSION

*I would like information on:*

- Hospitality & Social Committee
- Lazarus Ministry
- St. Martha's Meals
- Visitation Ministry
- Welcome / Orientation / Registration Committee

## OUTREACH COMMISSION

*I would like information on:*

- Christmas Angel Request Extravaganza (CARE) Ministry
- Help Center of Federal Point
- Island Cottage
- Meals on Wheels
- Prison Ministry

## PLANT & OPERATIONS COMMISSION

*I would like information on:*

- Bishop's Annual Appeal (BAA)
- Gardening Committee
- Office Receptionist
- Safe Environment Team (SET)
- Treasury Counter (*must be registered for 6 months*)

## NATIONAL & REGIONAL GROUPS

*I would like information on:*

- Catholic Daughters of America Court 2444
- Knights of Columbus Council #1044