

# Christ our King and Savior Catholic Church

**STEWARDSHIP OPPORTUNITIES**  
A Directory of Parish Ministries, Organizations and Programs

## STEWARDSHIP



## A DISCIPLE'S LIFE

Called to Pray, Proclaim, Share, and Serve

*(Updated: 10/09/2017)*

6341 Lake Oconee Parkway  
Greensboro, GA 30642

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My Dear Brothers and Sisters in Christ,  
It has been a blessing to serve as your pastor for the past two years. I cannot thank you enough for your generous and enthusiastic help in making our Parish such a success. Many of you already share your time, talent, and treasure. You all represent the very best of our Catholic community in your generous response to all we ask.

A proven outcome states that if we do not strive to improve, we regress. Therefore, promoting involvement in Parish Ministries is critical to our future success and growth. Based on the following assumptions that we are all owners in the well-being of this great parish and that “as your ministry gets stronger, the parish will follow.” The Stewardship Council has organized the following Directory of Parish Ministries, Organizations, and Programs for your review. Hopefully, you will find a stewardship opportunity that not only coincides with your interest/experience, but will also provide you with a feeling of engagement and fulfillment.

Testimony from Georgia parishes: “A strong and genuine atmosphere of fellowship and active participation in parish ministries are key factors in creating that sense of connectedness;” and “Parishioners who are made to feel that this is my church, my home away from home, are much more likely to share their time, talent and treasure with their parish.”

Please take a close look at the many opportunities to get involved in COKAS ministries and related activities. I promise that you will be spiritually uplifted and enjoy a feeling of accomplishment.

In Christ Jesus.

Father Roberto Herrera, *Pastor*





## **Stewardship Prayer**

**Heavenly Father,**

**You sent us Your Spirit to help us live the Gospel according to the gifts we have been given. Show us how to be good stewards of your grace and passionate followers of Christ, Your Son.**

**Grant us the wisdom to recognize there is one bread and we are one body.**

**Give us the strength to proclaim His Good News in word and deed.**

**And, teach us to live, no longer for ourselves, but in Jesus Christ, who lives and reigns with You and the Holy Spirit, one God forever and ever.**

**Amen.**



# Worship and Liturgy

## **Adoration**

### **Purpose**

- All members of Christ Our King and Savior are encouraged to commit to being present at a particular time during Adoration
- Ensure that the Blessed Sacrament is never left alone while exposed for adoration in the church.

### **Schedule**

- The Blessed Sacrament is exposed for adoration at Christ Our King and Savior on the First Friday of the month, beginning after Mass and concluding at 6 p.m.
- Someone must be present at all times during exposition.
- There are sign-up opportunities during the week prior to each First Friday.

### **Meetings**

- None required.

### **Training**

- None required.

### **Time Commitment**

- One hour during exposition is asked.

### **Helpful Attributes**

- Faithful.
- Prayerful.
- Prompt.

**“Heavenly Father, please send the Holy Spirit upon all peoples to give them love, courage, strength, and willingness to respond to the invitation of Eucharistic Adoration.”** St. John Paul II

### **Contact**

Jack Barrett

[adoration.cokas@gmail.com](mailto:adoration.cokas@gmail.com)

## **Altar Servers (Children) (S)**

### **Purpose**

- Assist the celebrant throughout the Mass.

### **Schedule**

- The schedule is posted at least a month in advance.
- The Mass schedules are 5 p.m. Saturday, 9 a.m. English and 11:30 a.m. Spanish Masses on Sunday.

### **Meetings**

- Quarterly for both new and current Altar Servers. New changes in the Mass are reviewed and there is training for holidays and special Masses.

### **Training:**

- Training time is 2 to 3 hours quarterly.

### **Time Commitment**

- When scheduled to serve, report 20 minutes prior to Mass.

### **Helpful Attributes**

- Should be a baptized Catholic, who has received their first Holy Eucharist.
- Should be individuals who strive to live a moral and faithful life.
- Should be able bodied individuals, capable of ascending steps and carrying precious vessels.
- Should be mature enough to understand their responsibilities, and carry them out with appropriate reverence.

### **Contact**

- Timothy Winslow  
[altarserver.cokas@gmail.com](mailto:altarserver.cokas@gmail.com)
- Odila Perez-Sanchez (S)  
706-473-8009



## Worship and Liturgy

### Altar Society

#### **Purpose**

- Provides care for the altar, altar linens, holy water, candles, and pews.

#### **Schedule**

- Members are assigned.
- Most members serve one month at a time annually.
- Two or three members work together.

#### **Meetings**

- Communication is by email or by phone.
- No scheduled meetings.

#### **Training**

- Training is provided individually to new members.

#### **Time Commitment**

- Approximately one hour per week during the assigned month.

#### **Helpful Attributes**

- Reverence, Thoroughness, and Dedication.
- Ability to wash and iron altar linens according to requirements.

**“Lord, I love your home, this shrine where the brilliant, dazzling splendor of your presence lives.”** Psalm 26:8 **Contact**

- Claudette Coletta  
[altarsociety.cokas@gmail.com](mailto:altarsociety.cokas@gmail.com)

## Worship and Liturgy

### **Children's Liturgy of the Word – CLOW (S)**

#### **Purpose**

- To enable children Pre-K thru 3<sup>rd</sup> grade to participate in the Liturgy of the Word in an age appropriate manner.

#### **Schedule**

- The first Sunday of each month at both the 9:00 a.m. and 11:30 a.m.Mass.

#### **Meetings**

- There is not a set meeting schedule at this time.
- Communication is by email.

#### **Training**

- All volunteers who work with children must complete Archdiocesan Safe Environment training and a background check. □ Archdiocesan training module is on-line.

#### **Time Commitment** □ 1

hour preparation.

#### **Helpful Attributes**

- Love of and patience with children.
- Love and knowledge of our faith.
- Regular attendance of Mass and celebration of the Sacraments.
- A desire to grow in knowledge of our faith.
- An ability to be flexible and open to new ideas.

#### **Contact**

- CLOW Coordinator  
[clow.cokas@gmail.com](mailto:clow.cokas@gmail.com)

## Worship and Liturgy

### **Extraordinary Ministers of Holy Communion- Liturgical**

#### **Purpose**

- To serve at Mass and share the Body and Blood of Christ with those who come to the Lord's Banquet.

#### **Schedule**

- Scheduled for each calendar quarter in advance for all weekend and Holy Day Masses.

#### **Meetings**

- None required; may be called for training or other purposes.
- Communications and schedule are sent by email.

#### **Training**

- The parish trains all ministers for certification according to the guidelines of Archdiocese of Atlanta.

#### **Time Commitment**

- Approximately one hour per scheduled service.

#### **Helpful Attributes**

- To be caring about and at ease with the people you serve inside and outside the liturgy.
- Prayerful.
- Values teamwork.
- Is attentive and helpful, reverent, unhurried, faithful and knowledgeable.

**The Eucharist is a sacrifice of thanksgiving to the Father, a blessing by which the Church expresses her gratitude to God for all his benefits, for all that he has accomplished through creation redemption and sanctification. (CCC 1360)**

#### **Contact**

- Valerie Landau  
[emhc.cokas@gmail.com](mailto:emhc.cokas@gmail.com)
- Martha Acosta (S)  
[Hispanic.cokas@gmail.com](mailto:Hispanic.cokas@gmail.com)

## **Extraordinary Ministers of Holy Communion- To the Sick and Homebound**

### **Purpose**

- To provide the sick and the homebound with the Holy Eucharist as an extension of the church's support and concern for its members.

### **Schedule**

- Primary and Backup schedules are established on a monthly basis.
- Teams of two are assigned.

### **Meetings**

- All communication is accomplished by email and telephone.

### **Training**

- Must be trained by the parish and certified by the Archdiocese as an Extraordinary Minister of Holy Communion.
- A Safe Environment Program administered by the Archdiocese must be completed. □ Additional training is provided by the Pastor.
- Booklets with procedures for the "Ordinary Rite of Communion of the Sick" are provided.

### **Time Commitment**

- Usually Communion to the Sick takes place after the weekend Mass.
- Each team of Extraordinary Eucharistic Ministers visits one or two locations.
- Time required varies for each visit.
- Requests for visits during the week are honored when asked.

### **Helpful Attributes**

- Ability to show true care and concern for the individuals we are serving.

### **Contact**

- Jim Collins  
[emhcsick.cokas@gmail.com](mailto:emhcsick.cokas@gmail.com)

### **Funeral Ministry (Funeral Coordinators)**

#### **Purpose**

- To assist the Priest in all aspects of the Funeral Mass such as Altar set-up and other preparations having to do with the Mass, Altar Servers, Extraordinary Ministers, Flower Arrangements and other aspects and requests.
- To assist the family with the Funeral Mass and their particular requests and needs before, during and after the Funeral Mass.
- To coordinate and work with the Funeral Home as to the family requests.
- To provide input to the Funeral Home to ensure the funeral is in accordance with Catholic Liturgy.
- To work with the Ushers as needed to support the Funeral Mass. (ie., projected number in attendance, projected number of Catholics for Communion purposes, Knights of Columbus participation, reception downstairs, etc.).

#### **Schedule and Meetings**

- It is recommended the Funeral Coordinator(s) meet with the Family and the Funeral Home one hour prior to the Funeral Mass to review the procession into church and to review protocol as to the Mass Readings and Gift Bearers.

#### **Training**

- Funeral Coordinator(s) will provide training to new coordinator(s) by: informal training at church, shadowing a coordinator during a funeral and written guidelines.

#### **Time Commitment**

- A Funeral Mass normally occurs during the week around 10 am or 11 am, but can be scheduled in the afternoon or during the weekend. There can be as few as 3 funerals per year or as many as 10-12 per year.
- The Funeral time varies depending on the size and different aspects of the Funeral Mass. The required time for the Funeral Coordinator(s) is about 3 to 3.5 hours from start to clean-up.

#### **Helpful Attributes**

- Compassion and respectful understanding
- Flexibility and commitment
- Ability to work with people during times of distress
- Understanding of the overall Funeral Mass and process

#### **Contact**

Clyde and Cathy Heath [funerals.cokas@gmail.com](mailto:funerals.cokas@gmail.com)

## **Gift Bearers**

### **Purpose**

- ☐ Families, or a group of individuals, process to the altar to present the Eucharistic gifts to the priest during Mass.

### **Schedule**

- Gift bearers may sign up on a schedule depending upon on Mass preference and availability.

### **Meetings**

- None required.

### **Training**

- ☐ No formal training is needed. Ushers instruct gift bearers on the procedure at the time of their service.

### **Time Commitment**

- Approximately one hour per service.

### **Helpful Attributes**

- ☐ Reverence.
- Reliability.

**“For everything is from you, and what we give is what we have from you.”**

Chronicles 29:14

### **Contact**

- ☐ Sign-up in the Vestibule  
(Ask usher for direction)

## **Greeters at Mass**

### **Purpose**

- Eucharistic Greeters (individuals or families) extend hospitality to friends and strangers alike.
- Warmly welcome people to Mass.
- Help with doors when needed.
- Thank worshippers for coming.

### **Schedule**

- Work in (no less than) pairs.
- Quarterly, scheduled, according to availability, for each weekend Mass and other liturgies.
- Expected to arrive to Mass 30 minutes early.

### **Meetings**

- None required.

### **Training**

- None required.

### **Time Commitment**

- Frequency depends upon availability.
- Approximately 1 ½ hours per scheduled Mass.

### **Helpful Attributes**

- Cheerfulness, Outgoing and Friendly Personality, Punctuality, and Reliability.

### **Contact**

- John Faerber  
[greeters.cokas@gmail.com](mailto:greeters.cokas@gmail.com)

## **Lectors**

### Purpose

- To proclaim the Word of God in the first reading, the psalm, and the second reading to the congregation at Mass after having prepared through prayer and practice.

### Schedule

- Lectors are scheduled for weekend and Holy Day Mass and other liturgies throughout the year on a three-month rotation based on availability through a system operated scheduler.

### Meetings

- Meetings are “as needed” when requested by the pastor or ministry chairperson.

### Training

- Candidates must meet Archdiocese requirements.
- Training, as outlined by the Archdiocese, must be completed.
- Training is offered once a year to certify new candidates and is offered every other year to re-certify current lectors.
- Candidates must be able to:
  - Proclaim the readings in a clear, strong, and dignified manner.
  - Lift the Book of Gospels and process to the Altar then climb steps to place the Book upon the Altar.

### Time Commitment

- Approximately 1 ½ hours per assigned Mass.
- Pre-Mass duties involve Lectionary placement on the Ambo and open to correct page, announcements are available with opening hymn and readings pages are recorded.

### Helpful Attributes

- Deep respect for God’s presence in His Word. □ Clear, strong voice with good enunciation and cadence □ Confidence in reading in front of people.
- Reverence, Reliability.

### Contact

- Darlene McCumiskey  
[lectors.cokas@gmail.com](mailto:lectors.cokas@gmail.com)
- Juan Carlos Jimenez (S)  
[hispanic.cokas@gmail.com](mailto:hispanic.cokas@gmail.com)



# Worship and Liturgy

## **Music Ministry**

### **Purpose**

- To enhance the liturgy and worship experience.
- To assist the pastor at Mass and at funerals.
- To develop and train singing voices and cantors.

### **Schedule**

- Choir Practice is 1 hour each week and before Mass. □
- Singing at Mass, 1 hour each week.

### **Meetings**

- Communication is by email.
- A music leadership team to advise/work with the choir director is made up of several choir members that meet periodically to discuss new music, events, other ministry needs.

### **Training**

- Instruction and vocal training are given at each practice.
- Cantor training will be scheduled and announced in advance.

### **Time Commitment**

- 2 to 3 hours each week

### **Helpful Attributes**

- Ability to listen and to practice in a group setting.
- Dedication and reliability.

**“Oh come, let us sing to the Lord; let us make a joyful noise to the rock of our salvation.”** Psalm 95:1

### **Contact**

- Donna Brelsford  
[music.cokas@gmail.com](mailto:music.cokas@gmail.com)  
**Choir for 5 p.m. Saturday and 9 a.m. Sunday Masses**
- Angel Monroy  
**706-923-0492    Choir for 11:30 a.m. Sunday Spanish Mass**

# Worship and Liturgy

## **Sacristans (S)**

### **Purpose**

- A Parishioner and qualified Extraordinary Minister of Holy Communion who ensures care and consistency in the preparations made for the Liturgy and who supports the pastor in providing oversight of all who are involved in celebrating liturgies.

### **Schedule**

- Sacristans are scheduled for all weekend Mass, holidays, and week-day Mass on a rotating basis based upon availability.

### **Meetings**

- Communication is by email.
- No meetings are required.

### **Training**

- Training of duties and responsibilities is provided to qualified parishioners through written material and personal guidance.

### **Time Commitment**

- Approximately 1 ½ hours per Mass or liturgy.
- Duties begin prior to each Mass.

### **Helpful Attributes**

- Reliability.
- Reverence.
- Good people skills.

### **Contact**

- Jack Barrett  
[sacristan.cokas@gmail.com](mailto:sacristan.cokas@gmail.com)

# Worship and Liturgy

## **Ushers (S)**

### **Purpose**

- Ushers provide assistance to worshipers and the priest at Mass by assisting people in finding a seat, taking up collections, directing visitors, providing guidance for orderly receipt of communion, counting the congregation, and distributing the Sunday bulletin.
- Prior to Mass, light appropriate altar candles and identify gift bearers.
- After Mass, inspect pews and straighten hymnals/missalettes.

### **Schedule**

- Ushers are assigned quarterly, frequency depends upon availability.
- All communication is by email.

### **Meetings**

- None.

### **Training**

- Training is done prior to first assignment. Should be knowledgeable with lighting panel, door locks and sound system.

### **Time Commitment**

- Approximately 1 ¾ hours per scheduled service.

### **Helpful Attributes**

- Friendly, welcoming attitude
- Reliable
- Punctual

### **Contact**

- John Faerber  
[usher.cokas@gmail.com](mailto:usher.cokas@gmail.com)

# Worship and Liturgy

## **Wedding Coordinators (S)**

### **Purpose**

- To assist Brides and Grooms with the organization and planning of all aspects of their church wedding celebration.
- Coordinates the liturgy, musicians, and all other participants of the ceremony.

### **Schedule**

- Usually 6 months prior to the wedding, email and phone communications with bride and groom determine a schedule and detailed plan.

### **Meetings**

- Usually a 1-1 ½ hours in-person wedding ceremony planning meeting with the bride and groom.
- Friday evening rehearsal, approximately 1 ½ - 2 hours. Ceremony Day, approximately 3-4 hours.

### **Training**

- Shadowing current coordinators during a planning meeting and at a wedding rehearsal and ceremony is required.
- Coordinator provides documents outlining tasks and deadlines of the job.
- Sacristan and Extraordinary Minister of Holy Communion training is required to provide these duties.

### **Time Commitment**

- Varies per wedding. Each wedding requires approximately 9 hours total for the Friday rehearsal and Saturday wedding.
- Some additional hours may be required for planning and follow-up by email or telephone during the 6 month period prior to a wedding.

### **Helpful Attributes**

- Thorough understanding of the Catholic Liturgy.
- Organizational ability.
- Enjoy working with people.

**“Let all that you do be done in love.”** 1 Cor. 16:14

### **Contact**

- Mary Sterrenberg  
[wedding.cokas@gmail.com](mailto:wedding.cokas@gmail.com)

### **Clases Pre-Bautismales (S)**

#### **Propósito**

- preparar a los padres y padrinos de los niños que recibirán este sacramento.

#### **Horario**

- el día de bautismos es el último sábado del mes.

#### **Reuniones**

- son tres pláticas para los padres.

#### **Ensayo**

- no.

#### **Tiempo que dedicará**

- 5 horas.

#### **Experiencia**

- que esté familiarizado con la doctrina de la Iglesia Católica.

#### **Contacte**

- la oficina parroquial 706-453-7292

## **Bible Study (Adults)**

### **Purpose**

- To facilitate adult faith formation by studying scripture and studying in a faith-based environment.
- To provide adults 18 and older an opportunity to learn more about the Bible and how our Catholic faith is shaped by scripture.

### **Various Formats**

- Book Study in the fall (ending before Advent) and spring (ending before Easter).
- Small groups use a DVD lecture program with discussion afterward and a handbook for deeper learning (Requires 2-5 participants willing to be small group facilitators).

### **Meetings**

- New programs are announced in the parish bulletin and website. □ All communication is by email.

### **Training**

- The Parish provides training for the small group facilitators.

### **Time Commitment**

- Weekly meetings are 90 minutes, the number of weeks is determined by the program.
- Small group facilitators attend 2-3 additional meetings of 1-2 hours to prepare for new programs.

### **Helpful attributes**

- An interest in learning more about scripture as it applies to daily life.
- Desire to learn about the Bible
- Desire to teach others about the Bible
- Small group facilitators need reliability and ability to encourage others.

### **Contact**

- Lalla Mangin  
[biblestudypm.cokas@gmail.com](mailto:biblestudypm.cokas@gmail.com)
- Robyn Morgan  
[biblestudyam.cokas@gmail.com](mailto:biblestudyam.cokas@gmail.com)

## Faith Formation

### **Parish School of Religion (PSR) –**

#### **K - 5 Grades Catechists and Aides**

##### **Purpose**

- To foster the growth of our parish children in their Catholic faith.
- To support the parents in their mission of guiding their children in the formation of their faith.

##### **Schedule**

- Classes meet each Sunday from 10:15 a.m. – 11:15 a.m. September – April.

##### **Meetings**

- One or two organizational and training sessions each year. □  
Communication is by email or phone.

##### **Training**

- All PSR volunteers must complete Archdiocesan Safe Environment training and a background check.
- Catechists encouraged to work toward certification by the Archdiocese.
- Training opportunities vary from webinars to formal sessions at area parishes.
- All volunteers encouraged to continue to grow in the knowledge of our faith.

##### **Time Commitment**

- 1 hour or more during the week preparing for Sunday class.
- 1 hour on Sunday morning for class plus room preparation and clean-up time.

##### **Helpful Attributes**

- Love of and patience with children.
- Love and knowledge of our faith.
- Regular attendance of Mass and celebration of the Sacraments.
- A desire to grow in knowledge of our faith.
- An ability to be flexible and open to new ideas.

**Jesus said, “Let the children come to me and do not prevent them, for the kingdom of heaven belongs to such as these”** Matthew 19:14

##### **Contact**

- Bev Fox, Director of Religious Education  
[cokas.dre@gmail.com](mailto:cokas.dre@gmail.com)

### **Parish School of Religion (PSR) –** **Sacramental Preparation for First Reconciliation and First Holy Eucharist for Catechists and Aides**

#### **Purpose**

- To provide the necessary catechesis for students in grades 2 and above to prepare them to receive the sacraments of First Reconciliation and First Holy Eucharist.

#### **Schedule**

- Classes meet on the first Wednesday of each month from 6:00 – 7:30 p.m.

#### **Meetings**

- Once a month prior to the Sacrament Preparation class.
- Communication is by email.

#### **Training**

- All PSR volunteers must complete Archdiocesan Safe Environment training and a background check.
- Catechists encouraged to work toward certification by the Archdiocese ☐  
Training opportunities vary from webinars to formal sessions at area parishes. ☐  
All volunteers encouraged to continue to grow in the knowledge of our faith.

#### **Time Commitment**

- 1 hour or more per month preparing for the monthly class.
- 1 ½ hours once a month for class plus room preparation and clean-up time.

#### **Helpful Attributes**

- Love of and patience with children.
- Love and knowledge of our faith.
- Regular attendance of Mass and celebration of the Sacraments.
- A desire to grow in knowledge of our faith.
- An ability to be flexible and open to new ideas.

#### **Contact**

☐ Bev Fox, Director of Religious Education  
[cokas.dre@gmail.com](mailto:cokas.dre@gmail.com)



### **Parish School of Religion (PSR) – Confirmation Leaders**

#### **Purpose**

- To catechize students as they prepare to receive the sacrament of Confirmation.

#### **Schedule**

- Confirmation class forms every second year with regularly scheduled class sessions during a two year period.

#### **Meetings**

- There is not a set meeting schedule at this time. □  
Communication is by email.

#### **Training**

- All volunteers who work with children must complete Archdiocesan Safe Environment training and a background check.
- Catechists encouraged to work toward certification by the Archdiocese.
- Training opportunities vary from webinars to formal sessions at area parishes.
- All volunteers encouraged to continue to grow in the knowledge of our faith.

#### **Time Commitment**

- Varies during the two year period.

#### **Helpful Attributes**

- Love of adolescents and teens.
- Love and knowledge of our faith.
- Regular attendance of Mass and celebration of the Sacraments.
- A desire to grow in knowledge of our faith.
- An ability to be flexible and open to new ideas.

#### **Contact**

- Bev Fox, Director of Religious Education  
[cokas.dre@gmail.com](mailto:cokas.dre@gmail.com)

## **Quinceañeras (S)**

### **Propósito**

- preparar a las quinceañeras y a sus chambelanes.

### **Horario**

- un jueves o domingo después de misa.

### **Ensayo**

- un solo ensayo

### **Tiempo que dedicará**

- 20 minutos en el ensayo y una hora de la misa.

### **Reuniones**

- solamente 2, el día del ensayo y el día de la misa.

### **Experiencia**

- que le guste trabajar con jóvenes

### **Contacte**

- la oficina parroquial 706-453-7292  
[cokas.office@gmail.com](mailto:cokas.office@gmail.com)

# Rite of Christian Initiation of Adults (RCIA) (S)

### Purpose

- RCIA is a communal process of spiritual and educational faith formation intended for adults who seek to become full members of the Roman Catholic Church.
- It allows practicing Catholics to learn more about the foundation, history, and teachings of their faith.
- By participating in RCIA classes, practicing Catholics also perform an important evangelization role by witnessing their faith to candidates in the class.

### Schedule

- RCIA classes generally meet once per week for one hour for approximately six months, beginning in September.

### Meetings

- There are no scheduled meetings beyond the classes.

### Training

- There is no formal training for sponsors, but guidance and instructional materials are available.

### Time Commitment

- Ideally, sponsors should attend weekly classes with their candidate.
- If meeting individually with a candidate, the sponsor should plan on meeting at least biweekly with their candidate.

### Helpful Attributes

- Must be supportive and positive, whether participating in the class as a student, or especially as a sponsor of an RCIA candidate.
- Sponsors should be conversant with the doctrines and practices of the Catholic Church.
- A working knowledge of the Catechism is highly desirable.

**“Everything is possible for one who believes”** Mark 9:23

### Contact

- Bill Richards [rciae.cokas@gmail.com](mailto:rciae.cokas@gmail.com)
- *En espanol:* Regelio Vergara  
[hispanic.cokas@gmail.com](mailto:hispanic.cokas@gmail.com)

## Faith Formation

# Youth Ministry Core Team Members

**Edge (6-8 Grades)      Life Teen (9-12 Grades)**

### **Purpose**

- To foster the growth of our parish adolescents and teens in their Catholic faith.
- To support the parents in their mission of guiding their children in the formation of their faith.
- To lead these students closer to Christ through relational ministry.

### **Schedule**

- **EDGE** for middle school students meets the 2<sup>nd</sup> Wednesday of each month from 6:30 p.m. – 8:00 p.m.
- **Life Teen** for high school students meets the 3<sup>rd</sup> Wednesday for each month from 6:30 p.m. – 8:00 p.m.

### **Meetings**

- Monthly meetings for those involved in the planning of each EDGE night and each Life Night.
- Communication is by email or phone.

### **Training**

- All PSR volunteers must complete Archdiocesan Safe Environment training and a background check.
- Completion of on-line training video for Life Teen and EDGE.
- Catechists encouraged to work toward certification by the Archdiocese.
- Training opportunities vary from webinars to formal sessions at area parishes.

### **Time Commitment**

- 1 -2 hours planning for each EDGE night or Life Teen night.
- 2 ½ hours for each EDGE night. Includes set-up, class and clean-up.
- 2 ½ hours for each for Life Teen night. Includes set-up, class and clean-up.

### **Helpful Attributes**

- Love of adolescents and/or teens.
- Love and knowledge of our faith.
- Regular attendance of Mass and celebration of the Sacraments.
- A desire to grow in knowledge of our faith.
- An ability to be flexible and open to new ideas.
- An open heart and open mind.

### **Contact**

□ Bev Fox, Director of Religious Education  
[cokas.dre@gmail.com](mailto:cokas.dre@gmail.com)

## **Family Military Ministry**

### **Purpose**

- To recognize, thank and honor our family members and parishioners who are serving, or have served, in the military with prayerful tributes throughout the year.

### **Schedule**

- Plans are made on an annual basis for activities.

### **Meetings**

- On an as needed basis, usually 3 per year.
- Communication is by email.

### **Training**

- None.

### **Time Commitment**

- Minimal.

### **Helpful Attributes**

- Proud, grateful Americans wishing never to forget our military members

**“Greater love hath no man than this, that a man lay down his life for his friends.”** John 15:13

### **Contact**

- Mary Jane Popp and Margie Cash  
[military2.cokas@gmail.com](mailto:military2.cokas@gmail.com)

## **Grief Support Ministry (GriefShare)**

### **Purpose**

- To provide help and encouragement after the death of a loved one.

### **Schedule**

- Thirteen continuous weekly sessions. Each session is 2 hours and self-contained, so that you may attend as your schedule permits.

### **What to Expect**

- VIDEO SEMINAR (encouraging information-packed videos featuring leading grief recovery experts)
- SUPPORT GROUP (small group discussion about video content)
- WORKBOOK: (journaling and personal study exercises that reinforce weekly session topics) \$15 charge for workbook.

### **Training**

- N/A for participants. Training necessary for co-leaders.

### **Helpful Attributes**

- A willingness to listen, share experiences with the death of a loved one,
- Ability to express empathy towards others.

**If we are absolutely grounded in the absolute love of God that protects us from nothing even as it sustains us in all things, then we can face all things with courage and tenderness and touch the hurting places in others and in ourselves with love.** James Finley,

Intimacy: "The Divine Ambush"

### **Contact**

- Leader: Mary Wojnas, M.A. Counseling
- Co-Leaders: Jim Collins, Sharon Kreps and Melanie McMichael  
[grief2.cokas@gmail.com](mailto:grief2.cokas@gmail.com)

## **Martha Ministry (Funeral Luncheons)**

### **Purpose**

- To provide a luncheon reception or a dessert and coffee reception for family and friends of a deceased member of our parish.

### **Schedule**

- As required.
- Volunteers are rotated as much as possible.

### **Meetings**

- No meetings. When there is a death, committee members are notified by telephone on short notice.

### **Training**

- Members donate different prepared dishes with only a 2-3 day notice.
- Members may volunteer for set-up/serving/clean-up, basic instruction is provided.

### **Time Commitment**

- Food preparation and delivery time.
- Set-up is in the church's social hall the day before the luncheon, 1-2 hours.
- The day of the funeral requires approximately 4 hours, mid-morning to early afternoon.

### **Helpful Attributes**

- A giving spirit to the family members who are broken hearted at their loss.
- Hospitable.
- Likes to cook.

### **Contact**

- Barbara Callahan  
[martha.cokas@gmail.com](mailto:martha.cokas@gmail.com)

## **Prayer Blanket Ministry**

### **Purpose**

- Volunteers handcraft a lap blanket praying for the recipient who needs comfort and reassurance and may be struggling with physical, emotional, or spiritual challenges. Each lap blanket is blessed by the pastor and is a GIFT from Christ Our King and Savior. The hope is to “wrap up” those in need of prayers, solace, and love with an actual physical presence.

### **Schedule**

- Distribution of blankets occurs 2 weekends a year in the spring and fall.
- Blankets are available in person; the ministry is not able to mail to the recipients.

### **Meetings**

- 3-4 times per year.
- Notification is by email and church bulletin.

### **Training**

- None.

### **Time Commitment**

- Individual choice. Most work is home based.

### **Helpful Attributes**

- Ability to knit, quilt, or crochet. □ Basic creativity and a generous spirit.

### **Contact**

- Sara Kahl  
[blanket.cokas@gmail.com](mailto:blanket.cokas@gmail.com)



## **Prayer List and Prayer Chain**

### **Purpose**

- To pray for a request from the community and church.
- All are invited to be on the prayer email list or to submit a prayer request.

### **Schedule**

- A prayer request may be made at any time.
- A full updated list goes out to members most Fridays (This is not the list that is published in the bulletin.)

### **Meetings**

- None.

### **Training**

- None.

### **Time Commitment**

- Members are asked to pray for the request made by the parishioner as often as they can.

### **Helpful Attributes**

- ☐ Attentive.
- Dedicated.

**“Praise the Lord, all you servants of the Lord who minister by night in the house of the Lord. Lift up your hands in the sanctuary and praise the Lord. May the Lord, the Maker of heaven and earth, bless you from Zion.”**

### **Contact**

- ☐ Kim Bouy  
[prayerchain.cokas@gmail.com](mailto:prayerchain.cokas@gmail.com)

## **Prison Ministry**

### **Purpose**

- To bring Eucharist and catechesis to those incarcerated.

### **Schedule**

- Weekly, on Friday afternoon.

### **Meetings**

- Communication is by telephone.

### **Training**

- Appropriate training is provided by the State.

### **Time Commitment**

- Approximately 4 hours per visit.

### **Helpful Attributes** □

Positive attitude.

- Willingness to listen

**“A corporal work of mercy: “Visit the imprisoned.”**

### **Contact**

□ Hal Benson

[prison.cokas@gmail.com](mailto:prison.cokas@gmail.com)

## **Respect Life**

### **Purpose**

- To encourage people to respect life from conception to natural death.

### **Schedule**

- March for Life in January.
- Bingo for War Vets-monthly, 3<sup>rd</sup> Wednesday.
- Movie at the theater for War Vets-bi monthly, 1<sup>st</sup> Thursday.

### **Meetings**

- None.
- Communication is by bulletin announcements and personal contact.

### **Training**

- None.

### **Time Commitment**

- Varies by activity.

### **Helpful Attributes**

- A caring spirit.

### **Contact**

- Bill and Judy Carman  
[respectlife.cokas@gmail.com](mailto:respectlife.cokas@gmail.com)

## **Parish Grounds Beautification**

### **Purpose**

- To beautify the church landscape through small planting projects around church grounds.

### **Schedule**

- Spring and fall plantings; watering and pruning as needed.

### **Meetings**

- None.
- Communication is by email or telephone.

### **Training**

- None.

### **Time Commitment**

- Approximately 3 hours in spring and fall for plantings.
- Watering and pruning times vary as needed.

### **Helpful Attributes**

- A love of gardening
- Willingness to work.

### **Contact**

- Judy Carman  
[grounds.cokas@gmail.com](mailto:grounds.cokas@gmail.com)

## **Cursillo/Ultreya (English)**

### **Purpose**

- To meet in community with other Cursillistas.

### **Schedule**

- Meetings are scheduled annually.

### **Meetings**

- The fourth Tuesday of each month, 6:00 p.m. - 7:30 p.m.

### **Training**

- Have previously attended a Cursillo weekend or the desire to attend.

### **Time Commitment**

- Meeting times approximately 1 ½ hours monthly.

### **Helpful Attributes**

- Desire to grow spiritually.

**“Make a friend, Be a friend, Walk with that friend to Christ!”** The Cursillo Movement

### **Contact**

- Hal and Kathy Benson  
[cursillo.cokas@gmail.com](mailto:cursillo.cokas@gmail.com)

## **Hospitality Ministry**

### **Purpose**

- To provide fellowship for parishioners and visitors by hosting refreshments in the church's social hall after the 9 a.m. Sunday Mass.

### **Schedule**

- Most Sundays, but not on holiday weekends or when other events are scheduled.

### **Meetings**

- None.

### **Training**

- Set-up and clean-up training provided as needed.

### **Time Commitment**

- Approximately 3 hours per scheduled duty.

### **Helpful Attributes**

- Reliability.
- Friendly manner.

### **Contact**

Elaine Jaworski

[hospitality.cokas@gmail.com](mailto:hospitality.cokas@gmail.com)

## **Newcomers Welcoming Ministry**

### **Purpose**

- To welcome new parishioners to our church.

### **Schedule**

- Receptions are held 2 times a year.

### **Meetings**

- As needed, 3-4 times per year.

### **Training**

- None.

### **Time Commitment**

- 1-2 hour per reception set-up.
- Approximately 3 hours per reception.

### **Helpful Attributes**

- Desire to serve and be helpful.
- Welcoming, happy disposition.
- Smiling face.
- Servant's heart.

**“Therefore welcome one another as Christ has welcomed you, for the Glory of God.”** Romans 15:7

### **Contact**

□ Kathy Benson  
[welcome.cokas@gmail.com](mailto:welcome.cokas@gmail.com)

## **Our Lady of Guadalupe Committee (S)**

### **Propósito**

- preparar la fiesta de la Virgen de Guadalupe.

### **Horario**

- el 12 de diciembre, 6:00ap.m. Mañanitas y 7:00p.m. Misa.

### **Reuniones**

- de Julio a diciembre, todas las semanas.

### **Ensayo**

- más de 15.

### **Tiempo que dedicará**

- 2 horas por semana, por 6 meses.

### **Experiencia**

- que ame a Dios y a la Virgen de Guadalupe.

### **Contacte**

- la oficina parroquial 706-453-7292  
[office.cokas@gmail.com](mailto:office.cokas@gmail.com)



## **Ryan Parish Library**

### **Purpose**

- The Father Philip Ryan Parish Library's mission is to support the spiritual and intellectual growth of our parishioners by providing educational and informational materials that are consistent with the teachings of the Catholic Church.
- Parishioners may select from age appropriate materials for children to adults.

### **Schedule**

- The Library is open on Sundays from 10:00 a.m. until 11:30 a.m.
- The Library is available for use independently by obtaining a key from the Parish Secretary during office hours (9:00 a.m. to 2:00 p.m. Mon-Fri.)
- The "OPEN LIBRARY" sign is posted outside when the library is open.

### **Meetings**

- Participation on the Ryan Library Board is welcome. Meetings are once every other month.

### **Training**

- Volunteers are needed to staff the library on Sundays when the library is open. □ Training is minimal and will be provided to volunteers.

### **Time Commitment**

- 1 ½ hours to staff the library on Sundays.
- 1 hour per Board Meeting.

### **Helpful Attributes**

- Welcoming and helpful attitude.

**"Your word is a lamp to my feet and a light to my path."** Psalm 119:105

### **Contact**

- Lalla Mangin [library.cokas@gmail.com](mailto:library.cokas@gmail.com)

## **Supper Club**

### **Purpose**

- To provide every parishioner, married or single, the opportunity to meet with others at COKAS.
- To establish new friendships and to continue fellowship with those you know over a meal.

### **Schedule**

- Sep, Oct, Nov (fall rotation); Jan, Feb, Mar (winter rotation); Apr, May, Jun (spring rotation).
- December, July, and August are not scheduled but serve as catch-up months.

### **Meetings**

- Events are scheduled by participants within each rotation.

### **Training**

- None.

### **Time Commitment**

- Host your group 1 evening or afternoon per 3 month rotation.

### **Helpful Attributes**

- Enjoy spending time with others, sharing a meal and fellowship.

### **Contact**

- Jim and Sharon Liebeck  
[supperclub.cokas@gmail.com](mailto:supperclub.cokas@gmail.com)

# Catholic Lay Organizations

## **Knights of Columbus**

### **Purpose**

- To help Catholic men fulfill their duties to their family, their parish, and their community. We are the largest Catholic lay, fraternal organization in the world and St. John Paul II called us “the strong right arm of the church.”
- Members must be men who are at least 18 years old and who accept and practice the teachings of the Catholic Church.

### **Schedule**

- On-going with numerous service programs.

### **Meetings**

- Monthly Business meeting on the first Tuesday of every month at 7:00 p.m., open to members only.

### **Training**

- Facility training required after Knighthood.

### **Time Commitment**

- Individual members choose the level of participation in the many service programs that are available throughout the year for men and their wives.

### **Helpful Attributes**

- Every Knight should have an interest in fulfilling his duties as a Catholic man through service to his parish and his community.

**“And the king will say to them in reply, ‘Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.’”** Matthew 25:40

### **Contact**

- Jim Blankenheim, Grand Knight  
[www.knights-13808.org](http://www.knights-13808.org)

# Catholic Lay Organizations

## **St. Vincent de Paul Society**

### **Purpose**

- To grow spiritually by offering person-to-person service to those who are needy and suffering, making no distinction in those served because, in them, Vincentians see the face of God.

### **Schedule**

- There are various opportunities and levels of participation available, including client specialists and associate members.
- Schedules are set based on need and service.
- Two client specialists make home visits.

### **Meetings**

- Monthly meetings on the last Wednesday of each month in the Parish Life Center at 9:00 a.m.
- Every Monday, cases seen the previous week are reviewed in the Parish Life Center at 9:00 a.m.

### **Training**

- A complete client specialist training program is provided for each new member, as well as ride-along training for home visits.

### **Time Commitment**

- One week per quarter for client visits.
- 10 hours a week in visits and for intake information into our record system.

### **Helpful Attributes**

- Good listener and Respectful.
- Ability to offer spiritual hope.
- Willingness to give time and talent to the poor and needy in our communities.

**“Indeed, someone might say, ‘You have faith and I have works.’ Demonstrate your faith to me without works, and I will demonstrate my faith to you from my works.”**

James 2:14-18

### **Contact**

- Tom Dailey  
[cokas.svdep@gmail.com](mailto:cokas.svdep@gmail.com)

# Catholic Lay Organizations

## **Women's Circles**

### **Purpose**

- Smaller groups of women with common interests and shared faith meet in various locations to enjoy fellowship and to deepen faith.

### **Schedule**

- Each circle sets its own schedule and agenda.

### **Meetings**

- Meetings are once a month, September to May.
- St. Catherine's Circle meets the 2<sup>nd</sup> Thursday of the month following the 9:00 a.m. Mass.
- St. Theresa's Circle meets the 2<sup>nd</sup> Wednesday of the month at 10:00 a.m.
- St. Monica's Circle meets the 2<sup>nd</sup> Wednesday of the month at 7:00 p.m.

### **Training**

- None.

### **Time Commitment**

- Approximately one hour per meeting. Different programs or field trips require additional time.

### **Helpful Attributes**

- Desire to grow spiritually.
- Interest in getting to know other women in the parish.

### **Contact**

- St. Catherine's Circle: Barbara Pieczko [pieczko@juno.com](mailto:pieczko@juno.com)
- St. Theresa's Circle: Jo Ann Stauffer [jojac70@plantationcable.net](mailto:jojac70@plantationcable.net)
- St. Monica's Circle: Kathy Sakal [kathleensakal@aol.com](mailto:kathleensakal@aol.com)

## **Communication Team**

### **Purpose**

- To assist Christ Our King and Savior by sharing one's talents and expertise through consultation and projects to spread the word about the good works being done here, to encourage participation in parish activities, and to draw others to a deeper life of faith.
- COKAS is interested in developing and using Social Media, web pages, and design layout to enhance our voice and presence in the community.

### **Schedule**

- There is no set schedule for this ministry
- Your name and interest will be placed on a list to be contacted as needs arise.

### **Meetings**

- The parish welcomes leadership and participation that will make this Communication Team into an active ministry.

### **Training**

- Training to be determined.

### **Time Commitment**

- Varies depending on projects and team member availability.

### **Helpful Attributes**

- Knowledge and skills relating to communications technologies and methods.
- Desire to share faith.

### **Contact**

- COKAS Office Administration  
[cokas.office@gmail.com](mailto:cokas.office@gmail.com)

## **Collection Counters**

### **Purpose**

- Collection Counters are one of the steps in our system of checks and balances to protect the financial integrity of Christ Our King and Savior.
- Counters organize the weekend and other collections, count the donations, prepare bank deposits, and collection reports under the supervision of the parish Business Manager.
- People interested in serving, upon approval by the pastor, will be placed on a Counters' List and will be eligible for consideration when an opening occurs.

### **Schedule**

- Counting is on Monday morning at 9.m.

### **Meetings**

- None.

### **Training**

- On-the-job training is provided.

### **Time Commitment**

- 1 hour a week on Monday mornings.

### **Helpful Attributes**

- Discretion and confidentiality required.
- Attention to detail.
- Thoroughness.
- Ability to use 10-key adding machine.

### **Contact**

- COKAS Parish Accountant – Millie Browning  
[cokas.finance@gmail.com](mailto:cokas.finance@gmail.com)

## **Finance Council**

### **Purpose**

- The Finance Council is a mandated body having an advisory and consultative role with the pastor, supporting his stewardship of parish resources while being accountable to the parish and the Archbishop.
- The Finance Council promotes the financial health of the parish assuring accountability and assisting the pastor with his responsibilities for the temporal affairs of the parish.
- Membership is by pastor appointment only.

### **Schedule**

- Set yearly by the pastor, with a minimum of 6 meetings a year.

### **Meetings**

- Meetings take place monthly,
- Day and time depends on the pastor's schedule and member availability, usually the last Monday at 11:00 a.m.

### **Training**

- None.

### **Time Commitment**

- One hour to for monthly meetings by reviewing prior meeting minutes and current financial reports.
- One hour per month for finance council meetings.
- One extra meeting in the spring to review budget/other financial matters.

### **Helpful Attributes**

- Discretion and confidentiality required.
- Love for the Church and a qualified member of the parish.
- Demonstrated financial and business management background.

### **Contact**

- Pastor or COKAS Business Manager  
[cokas.business@gmail.com](mailto:cokas.business@gmail.com)



# Administration Resource Development

## **Parish Pastoral Council**

### **Purpose**

- Serves in an advisory and consultative role to the Pastor.
- Endeavors to build one parish community to include all members of the parish.
- Heads of ministries will inform members of current activities.
- Encourage church members/families to participate in worship and in church activities.
- Act as a communications link to inform church members of events and activities.
- Membership is by parish election and by appointment of the Pastor.

### **Schedule**

- Schedule is set yearly by Pastor with 10 meetings per year and a member Christmas dinner.

### **Meetings**

- Meetings take place monthly on the second Wednesday of each month following the 6:00 p.m. Mass.

### **Training**

- None.

### **Time Commitment**

- Monthly meetings as scheduled.

### **Helpful Attributes**

- Parish member in good standing.
- Confidentiality.
- Participate in problem solving.

### **Contact**

- Mike D'Antonio  
[ppcouncil.cokas@gmail.com](mailto:ppcouncil.cokas@gmail.com)

## **Stewardship Council**

### **Purpose**

- To build on the talents of our parishioners establishing and strengthening an emotional connection with our faith community.
- Where your heart is, so will be your treasure.

### **Schedule**

- As required based on projects assigned.
- Preparation for the annual Time and Talent Fair
- Participation in the 2 to 3 new member welcome receptions
- Constant communication with the Parishioners on current Parish activities and saying THANK YOU every week.

### **Meetings**

- As required.

### **Training**

- None.

### **Time Commitment**

- Varies depending on projects.

### **Helpful Attributes**

- Friendly, creative, outgoing, organized and recognized as Catholic in good standing that is dedicated to the continuous improvement.
- Success will be measured by increased number of volunteers for our many ministries and ultimately an increase in financial contributions to our Parish.

**“Discover your talents. Live your gifts. Explore your purpose.”**

**Contact** □ Bob Hartland

[stewardship.cokas@gmail.com](mailto:stewardship.cokas@gmail.com)

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| Our Lady of Guadalupe Committee (S)<br><a href="mailto:cokas.office@gmail.com">cokas.office@gmail.com</a>   | La oficina parroquial 706-453-7292                      | 36 |
| Parish Pastoral Council<br><a href="mailto:ppcouncil.cokas@gmail.com">ppcouncil.cokas@gmail.com</a>   | Mike D'Antonio  | 45 |
| PSR Children's Liturgy of the Word (CLOW)<br><a href="mailto:clow.cokas@gmail.com">clow.cokas@gmail.com</a>   | CLOW Coordinator  | 6  |
| PSR K-5 Grades Catechists and Aides<br><a href="mailto:cokas.dre@gmail.com">cokas.dre@gmail.com</a>   | Beverly Fox   | 18 |
| PSR First Reconciliation and First Holy Eucharist<br><a href="mailto:cokas.dre@gmail.com">cokas.dre@gmail.com</a>   | Beverly Fox   | 19 |
| PSR Confirmation Leaders<br><a href="mailto:cokas.dre@gmail.com">cokas.dre@gmail.com</a>  | Beverly Fox   | 20 |
| Prayer Blanket Ministry<br><a href="mailto:blanket.cokas@gmail.com">blanket.cokas@gmail.com</a>   | Sara Kahl   | 27 |
| Prayer List and Prayer Chain<br><a href="mailto:prayerchain.cokas@gmail.com">prayerchain.cokas@gmail.com</a>  | Kim Bouy  | 28 |
| Prison Ministry<br><a href="mailto:prison.cokas@gmail.com">prison.cokas@gmail.com</a>   | Hal Benson  | 30 |
| Quinceañeras (S)<br><a href="mailto:cokas.office@gmail.com">cokas.office@gmail.com</a>  | Office Administration                                   | 21 |
| Respect Life<br><a href="mailto:respectlife.cokas@gmail.com">respectlife.cokas@gmail.com</a>  | Bill and Judy Carman                                    | 30 |
| Rite of Christian Initiation of Adults (RCIA) (S)<br><a href="mailto:rcia.cokas@gmail.com">rcia.cokas@gmail.com</a><br><a href="mailto:hispanic.cokas@yahoo.com">hispanic.cokas@yahoo.com</a> | Bill Richards<br>Regelio Vergara (S)                    | 22 |
| Ryan Parish Library<br><a href="mailto:library.cokas@gmail.com">library.cokas@gmail.com</a>   | Lalla Mangin  | 36 |
| Sacristans (S)<br><a href="mailto:sacristan.cokas@gmail.com">sacristan.cokas@gmail.com</a>  | Jack Barrett  | 14 |

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| St. Theresa's Circle<br><a href="mailto:nancy.sue.ward@gmail.com">nancy.sue.ward@gmail.com</a>      | Nancy Ward             | 40 |
| St. Monica's Circle<br><a href="mailto:kathleensakal@yahoo.com">kathleensakal@yahoo.com</a>         | Kathleen Sakal         | 40 |
| St. Vincent de Paul Society<br><a href="mailto:cokas.svdep@gmail.com">cokas.svdep@gmail.com</a>     | Tom Dailey             | 39 |
| Stewardship Council<br><a href="mailto:stewardship.cokas@gmail.com">stewardship.cokas@gmail.com</a> | Bob Hartland           | 46 |
| Supper Club<br><a href="mailto:supperclub.cokas@gmail.com">supperclub.cokas@gmail.com</a>           | Jim and Sharon Liebeck | 37 |
| Ushers (S)<br><a href="mailto:usher.cokas@gmail.com">usher.cokas@gmail.com</a>                      | John Faerber           | 14 |
| Wedding Coordinators (S)<br><a href="mailto:wedding.cokas@gmail.com">wedding.cokas@gmail.com</a>    | Mary Sterrenberg       | 15 |
| Youth Ministry Edge and Life Teen<br><a href="mailto:cokas.dre@gmail.com">cokas.dre@gmail.com</a>   | Beverly Fox            | 23 |