



MINISTRY GUIDEBOOK

Stewardship 2025-2026
Fiscal Year July 1, 2025-June 30, 2026

PRAY
ENGAGE
SHARE

Welcome! We prayerfully ask that you consider how you can Pray – Engage – Share with your Holy Trinity Catholic Community!

Dear Parishioner,

We sincerely appreciate your decision to participate in our Stewardship Renewal for the 2025-2026 fiscal year, which runs from July 1, 2025 to June 30, 2026. This guidebook is a comprehensive catalog of the ministry opportunities available for the upcoming year. If you have any questions about a specific ministry, please feel free to reach out to the corresponding ministry leader.

We value your time (please join us for Mass), talent (we encourage you to volunteer and share your unique abilities), and treasure (your generosity allows us to give back to our community).

Your involvement is incredibly important to us, and we believe that together we can achieve great things and make a positive impact on the lives of those around us. Thank you once again for your commitment and dedication to our parish.

With gratitude and blessings,

Betty Jean Cobb

Betty Jean Cobb
Director of Stewardship + Engagement

LITURGICAL MINISTRY

ALTAR SERVER: Altar servers assist the priest and deacon in the celebration of the Mass. They are reverent and mature individuals who are eager to serve at weekend Masses, school Masses, and special liturgies throughout the year. Students in 5th grade and above are welcome in this ministry.

Contact: Elizabeth Jackson, ejackson@htparish.org

ART & ENVIRONMENT: This committee enhances liturgical celebrations with appropriate visual decorations in our church and gathering space. Committee members also care for, purchase, and maintain the plants and decorations used in the different liturgical seasons.

Contact: Sarah Brennan, 82prettyinpink@gmail.com

CANTOR: The cantor is the leader of congregational singing. Considering their very specific role in the liturgy, cantors need a pleasant singing voice, ample time to practice and prepare in the weeks ahead, confidence in singing in front of large groups of people, and reverence in leading the participation of the assembly in sung prayer. The ability to read music is ideal, but not a requirement.

Contact: Elizabeth Jackson, ejackson@htparish.org

ST. CECELIA SINGERS (ADULT CHOIR): Choir members are individuals who are committed to regular rehearsals and who enrich the liturgy while allowing the whole body of the faithful to contribute in active participation. Choir members need a pleasant singing voice and should devote ample time to learning the music if they can't read music.

Contact: Elizabeth Jackson, ejackson@htparish.org

RESURRECTION CHOIR: Resurrection choir members are ministers of music at the Masses of Christian Burial celebrated in our church. Choir members rehearse in advance, and they enrich the funeral liturgy through their gift of song.

Contact: Elizabeth Jackson, ejackson@htparish.org

CHURCH CLEANERS: Church Cleaners are responsible for housekeeping to keep our church looking beautiful, inviting, and clean. This ministry is responsible for dusting, sweeping, and straightening up in the sanctuary and Blessed Sacrament Chapel. Ministers are scheduled on a rotating quarterly basis.

Contact: Miriam Gravatte, mfgravatte@gmail.com

CHURCH LINENS: This ministry is responsible for washing, ironing, and folding the various linens used at Mass. Ministers are scheduled on a rotating quarterly basis.

Contact: Mary Feger, mbfeger@twc.com

EUCCHARISTIC ADORATION: Our Lord is exposed in the Blessed Sacrament for adoration on the first Friday of every month and Tuesday evenings after daily Mass. Volunteers are committed to regularly spending time with Our Lord in Eucharistic Adoration during these two times, but any parishioner is welcome to Eucharistic Adoration.

Contact: Rachel Schrepferman, rachelshep3729@gmail.com

EXTRAORDINARY MINISTER OF HOLY COMMUNION (Masses):

Extraordinary Ministers of Holy Communion (EMHCs) are trained and formed lay ministers who assist the priest or deacon in the distribution of Holy Communion at Mass. EMHCs must be spiritually mature and devout Catholics who attend Mass regularly.

Contact: Anita Reh, anitareh@hotmail.com

LECTOR: Lectors are trained and formed liturgical ministers who proclaim God's word. They must be devoted to ample preparation; should have a pleasant, clear, and reverent speaking voice; and should proclaim the reading with an understanding of God's word.

Contact: Sally Chitwood, sallychitwood@yahoo.com

MASTER OF CEREMONY: A Master of Ceremony (MC) is responsible for directing all liturgical movements so it flows smoothly and with proper decorum. When no altar servers are present, the MC will serve as an adult server.

Contact: Elizabeth Jackson, ejackson@htparish.org

MINISTER OF HOSPITALITY: Ushers and greeters are both ministers of hospitality but with different roles.

GREETER: Greeters are entrusted with promoting an atmosphere of welcome to guests and parishioners before and after Mass. Greeters distribute worship aids at all the doors before Mass using gifts of hospitality. After Mass, greeters distribute bulletins by all the doors. This ministry is open to all parishioners who possess gifts of hospitality, and families are especially encouraged to serve in this ministry.

USHER: Ushers are responsible for taking up the collection at weekend Masses. They also are available to stay briefly after Mass to tidy up the pews or church before the next Mass.

Contact: Elizabeth Jackson, ejackson@htparish.org

INSTRUMENTALIST: The primary role of the keyboardist, other instrumentalists, or instrumental ensembles is to support the choir, cantor, and congregational singing. When appropriate, instrumentalists may play a prelude before Mass, a selection during Mass, or a postlude after Mass. The ability to read music is a requirement.

Contact: Elizabeth Jackson, ejackson@htparish.org

SACRISTAN: Sacristans are responsible adults who prepare the sacred vessels, candles, ritual books, and sanctuary for the celebration of Mass. After Mass, sacristans clean the sacred vessels (with the help of EMHCs) and put everything away that was used at Mass.

Contact: Elizabeth Jackson, ejackson@htparish.org

FAITH FORMATION

CATECHESIS OF THE GOOD SHEPHERD VOLUNTEER (CGS):

The catechist's role is to prepare the environment and to give selected presentations from scripture and liturgy that "call forth" the child's response rather than "pour in" information. There are opportunities to volunteer during the school day, after-school sessions, and weekend sessions.

Contact: Chris Allison, callison@htparish.org

BAPTISMAL PREPARATION LEADER: Holy Trinity uses the *Belonging* baptism preparation program. Parents complete a program online and then meet for one hour-long session to discuss a few aspects of the program. Baptism preparation leaders will facilitate those discussions using an easy-to-follow guide.

Contact: Jacqui Rapp, jrapp@htparish.org

BIBLE STUDY LEADER: Parishioners lead small adult groups in a Bible Study series usually in the Fall and Winter months over 6-8 weeks. Leaders choose their Bible study and meeting times with the support of pastoral staff. Resources with leader guides are ordered for the groups.

Contact: Jacqui Rapp, jrapp@htparish.org

FAMILY MINISTRY: Holy Trinity seeks volunteers to serve as leaders to plan and implement opportunities for families to grow in their faith. To serve in this role:

Contact: Chris Allison, callison@htparish.org

HELPING HANDS GENERAL VOLUNTEER: The Faith Formation team on occasion could use extra hands at events and meetings. If you love to interact with people, welcome them in, and assist in helping host events, then this is the volunteer opportunity for you!

Contact: Chris Allison, callison@htparish.org

RELIGIOUS EDUCATION CATECHIST: Adults teach classes or groups in the parish religious education program for students

in first through eighth grades. Classes meet weekly on Sunday mornings from 9:30-10:45 AM (between Masses). Religious Education classes begin the Sunday after Labor Day through the end of April. Catechists plan, prepare, and teach the weekly classes. Staff support and resources are available to help.

Contact: Pat Terry, pterry@htparish.org

OCIA TEAM: Initiation team members are those who present topics, as well as those who join in discussions in smaller groups. They contribute to the overall mission of Christian Initiation in the program by attending sessions and supporting the candidates. Meetings happen weekly with occasional rituals at Sunday Masses.

Contact: Jacqui Rapp, jrapp@htparish.org

OCIA SPONSOR: Initiation sponsors are those who walk with candidates answering their questions, supporting them in their journey through prayer and being a good example. Sessions are weekly and rituals occur at occasional Sunday Masses.

Contact: Jacqui Rapp, jrapp@htparish.org

OCIA DISMISSAL LEADER: Initiation dismissal leaders assist the candidates with discussing the Sunday readings when they have been dismissed after the Liturgy of the Word at the regularly attended Mass for candidates. These sessions happen weekly after the Rite of Acceptance (in Oct/Nov) and go on until Easter. One leader is needed per weekend.

Contact: Jacqui Rapp, jrapp@htparish.org

MARRIAGE MINISTRY LEADER:

Those involved on the leadership team will help to plan and execute faith and fellowship opportunities for married couples in the parish.

Contact: Jacqui Rapp, jrapp@htparish.org

MARRIAGE PREP COMPANION COUPLE: Holy Trinity uses the *Joined by Grace* companion couple program to assist those couples who wish to marry in the Catholic Church. Those couples, with strong marriages of at least 5 years in duration, are trained to have open and honest discussions with the engaged couples over a series of sessions scheduled at a time convenient to the couples, in the companion couple's home.

Contact: Jacqui Rapp, jrapp@htparish.org

SMALL GROUP FAITH-SHARING LEADER: Faith-sharing leaders will meet with their small groups at a time and day that works best for their schedule. Typically held during Lent and focused on the Sunday readings, participants reflect on how to live the Gospel in their daily lives. Materials and training will be provided by The Faith Formation Team.

Contact: Jacqui Rapp, jrapp@htparish.org

VACATION BIBLE SCHOOL VOLUNTEER: Adult and older youth volunteers are needed in various roles to help children learn more about Jesus and grow in their faith through the Bible School theme. Teachers and assistants are needed for various age groups and help in planning. Leaders/coordinators and helpers are needed for music, crafts, games, and refreshments.

Contact: Rachael Egger, regger@htparish.org

WOMEN'S MINISTRY VOLUNTEER: Our mission is to create opportunities for women of the parish that encourage spirituality, community, and friendship.

Contact: Jacqui Rapp, jrapp@htparish.org

YOUNG ADULT MINISTRY: This ministry seeks to bring young adults together around Christ to grow in prayer, holiness, and fellowship. Meetings and events will vary and will take place on the church campus, at parishioner homes, or at other off-campus locations.

Contact: Jacqui Rapp, jrapp@htparish.org

YOUTH MINISTRY VOLUNTEER: This role helps minister the good news of Christ and His Church to our young Church by helping them hear Christ's call in their lives. Opportunities to gather, pray, and have fun happen at our regular weekly meetings.

Contact: Rachael Egger, regger@htparish.org

PARISH LIFE/SERVICE MINISTRY

FISH FRY VOLUNTEER: You will volunteer to help during Lenten Fish Fry Fridays as needed in various areas, i.e., cooking, serving, games, etc.

Contact: Jody Demling, jdemling@htparish.org

HOSPITALITY LOAVES & FISHES MINISTRY: This ministry provides food for bereavement luncheons and other parish events.

Contact: Mary Scott Herrington, mherrington@htparish.org

HOSPITALITY BEREAVEMENT MEAL SET UP/HOSTING: This committee sets up and serves the luncheon for family and friends following funerals.

Contact: Joan Ware, jware1936@gmail.com

FUNERAL MASS HOSPITALITY: The committee members are responsible for attending funerals and serving as greeters and hospitality ministers. Ministers of Hospitality welcome guests before the funeral Masses, distribute worship aids, and ensure that everyone feels comfortable in our church. They also perform a walkthrough of the pews and the church to ensure that everything is cleaned up after the funeral Mass.

Contact: Elizabeth Jackson, ejackson@htparish.org

COFFEE & DONUTS: This committee hosts coffee and donuts after the Sunday morning Masses (8:30 AM & 11 AM) to provide social time for all of our parishioners. Members are asked to host these events by setting up and serving.

Contact: Jennifer Mullins, Jennifer.l.mullins4@gmail.com

HEALTH MINISTRY: This ministry offers education, support, and guidance to our parish family in matters of physical, mental, and spiritual well-being. Quarterly seminars, classes, demonstrations, and screenings will be offered to our parish.

Contact: Allyson Skaggs, akskag01@outlook.com

STEPHEN MINISTRY: Join the Stephen Ministry program at Holy Trinity Catholic Church, and become a skilled caregiver equipped to bring Christ's healing love to those in need. This program trains members to work alongside Fr. Shayne in providing Christian care to members of our parish. By joining this program, you can multiply the amount of caring ministry provided and be a part of a team that helps people who are grieving, in crisis, or experiencing other stresses in life. Make a difference in your community today by joining Stephen Ministry.

Contact: Allyson Skaggs, aksag01@outlook.com

HOUSING COMMITTEE: The Housing Committee supports housing needs for the community through multiple efforts.

Contact: John Vidal, john_vidal@b-f.com

MEN'S GROUP: A group that provides a variety of spiritual, social, and service-oriented activities for the men of our parish.

Contact: Chris Fulton, cmfulton@gmail.com

NEW FAMILY WELCOME PARTNER FAMILY: Joining a new church can be an exciting but daunting experience. That's why we are starting a new program that connects new families with volunteer mentor families. As a mentor family, you would play a crucial role in helping new members feel welcomed and supported, and in connecting them with all that our community has to offer. By becoming a mentor family, you'll not only be doing a great service to your fellow church

members, but you'll also be deepening your connection to our community.

Contact: Beth Klem, bklem1125@gmail.com

PARISH PICNIC: This group coordinates the many aspects that are necessary to pull off a successful Parish Festival.

Parishioners assist in planning the festival, operating booths, and seeking financial supporters.

LEADERSHIP/PLANNING COMMITTEE: Members of this committee plan and organize the parish festival.

BOOTH CAPTAIN: These volunteers organize and oversee the volunteers for their specific booth.

GENERAL VOLUNTEER: This group works the various booths.

SETUP/BREAKDOWN: This group helps set up the booths before the festival and then helps break down and clean up following the festival.

Contact: Jody Demling, jdemling@htparish.org or Jason Breit, jbreit77@gmail.com

PASTORAL CARE HOSPITAL/HOMEBOUND/NURSING HOME

VISITS/EMHC: Lay ministers play an invaluable role in providing spiritual care to those who are unable to attend Mass due to being homebound, hospitalized, or in assisted living/nursing home facilities. Their compassionate approach ensures that each individual's needs are addressed, and they also distribute the Eucharist, providing comfort and solace to those in need.

Contact: Mary Scott Herrington, mherrington@htparish.org or Kathy Stoess, kstoess1803@gmail.com

PRAYER BLANKET: This committee makes blankets for people who are sick, homebound, or in the hospital. They also make blankets for our newly baptized.

Contact: Angie Hoerter, stephenhoerter@twc.com

PRAYER LINE: Join our email prayer line group today and experience the power of prayer! As a member, you'll receive prayer requests via email and have the opportunity to pray for

each request in private. By joining this group, you'll be part of a supportive community dedicated to lifting each other in prayer. Sign up now and witness the amazing ways prayer can transform lives.

Contact: Mary Scott Herrington, mherrington@htparish.org

RESPECT LIFE & SOCIAL CONCERNS: Respect Life and Social Concerns members are dedicated to spreading awareness about the worth and respect each human life deserves, from the moment of conception until natural death. Through earnest prayer, educational programs, and outreach initiatives, they strive to inspire parishioners to embrace the sanctity of life and uphold it in every aspect of their lives. Join hands with Respect Life/Social Concerns members and let us celebrate and cherish the gift of life together!

Contact: Dana Hardesty, dana.hardesty@yum.com or Jane Hancock, jdshancock@aol.com

SENIORS: Unlock a world of exciting possibilities with our ministry tailored exclusively for individuals aged 60 and above. Discover a wide range of enriching opportunities that cater to your interests and passions throughout the school year.

Contact: Penny Gleason, pfgleason@att.net

SPORTS MINISTRY:

ATHLETICS COACH: All of the sports we offer at Holy Trinity need volunteer coaches. We need head coaches and assistant coaches for each team. All coaches need to have a current background check and be up-to-date in the Safe Environment Training.

Contact: Jody Demling, jdemling@htparish.org

ATHLETIC BOARD: The five-person Holy Trinity Athletic Board is the governing body of sports at Holy Trinity and works directly with the Director of Sports Ministry. These are two-year positions and are open to any parent with a child in the school.

Contact: Jody Demling, jdemling@htparish.org

ATHLETICS VOLUNTEER: Holy Trinity uses parent volunteers to work the gate and concession stand in the gym during the girls' volleyball, basketball, and boys' volleyball seasons. We host CSAA games during the times that parents will be working.

Contact: Jody Demling, jdemling@htparish.org

ST. VINCENT DEPAUL HT CONFERENCE: The Holy Trinity conference provides emergency assistance to clients requiring help with basic, human needs (rent, utilities, etc.). The organization also provides holiday gifts to clients in southern Kentucky as well as Metro Louisville; donates food to St. Augustine Parish in Louisville; collects items for food pantries; and sponsors a donation drive for gently used clothing, furniture, and household items.

Contact: Susan Means, aje1818ky@bellsouth.net

SCHOOL

PTA: All Holy Trinity Catholic School parents are members of the PTA! To do all the amazing things that we do, we need to volunteer our time. We have many committees and each committee is organized each school year by parent volunteers. Those committees include Art to Remember, Book Fair/Library Aide, AmazonSmile, Camp Hi-Ho, Community Builder, Eagle Walk, Everybody Counts, Faith Coordinator, Father-Daughter Dance, Health Screenings, Hospitality, Room Parents, School Supplies/Edukit, Sponsorship, Trivia Night, Teacher Appreciation, VIP Night, Volunteer Coordinator, and Wellness. Each of these committees will need a chair and volunteers to help make each a faithful educational experience for our students along with those events that are fundraisers to provide quality enhancements to our school and parish.

Contact: Molly Willer, mwiller@ht-school.org

SCHOOL ADVISORY COUNCIL: The School Advisory Council works to further the mission of our parish and school. Our members are committed to listening and responding to the Holy Spirit and are called to fulfill the mission of our community. The School Advisory Council will assist in identifying priorities and corresponding strategies needed for the direction of our parish and school. SAC will provide organizational structures by building a sense of belonging and engagement and offer clear, consistent, and easily accessible communication for all stakeholders. The council will operate with organizational and procedural guidelines and provide clear parameters to promote and support involvement in time, talent, and treasure as an integral part of our parish and school life. The School Advisory Council works in four sub-committees: Governance and Leadership, Academic Excellence, Operational Vitality, and Catholic Identity and Mission. The School Administration will select candidates that they believe have both professional experience in one of the above areas and a personal commitment to the community of Holy Trinity Parish.

Contact: Jack Richards, jrichards@ht-school.org

ADMINISTRATION

COLLECTIONS COUNTING TEAM: This group gathers on Mondays (Tuesdays following Monday holidays) to count the collections from weekend Masses.

Contact: Bruce Hines, bhines@htparish.org

FINANCE COMMITTEE: This group gathers to discuss and plan accordingly the budget of the parish.

Contact: Bruce Hines, bhines@htparish.org

PARISH COUNCIL: This group gathers monthly to discuss the business of the parish.

Contact: Bruce Hines, bhines@htparish.org

Holy Trinity Catholic Church

Contact us: Parish Office	502-897-5207	Email
Rev. Fr. Shayne Duvall Pastor	X1100	sduvall@htparish.org
Rev. Wayne Jenkins Sr. Associate Pastor	X1100	wjenkins@htparish.org
Chris Allison Director of Faith Formation	X1111	callison@htparish.org
Betty-Jean Cobb Director of Stewardship + Engagement	X1100	bcobb@htparish.org
Allison Deaton Director of Finance & Human Resources	X1116	adeaton@htparish.org
Jody Demling Director of Sports Ministry	X1118	jdemling@htparish.org
Rachael Egger Youth Ministry	X1121	regger@htparish.org
Jill Greer Finance Admin Assistant	X1109	jgreer@htparish.org
Mary Scott Herrington Pastoral Care + Outreach	X1110	mherrington@htparish.org
Bruce Hines Business Manager	X1103	bhines@htparish.org
Elizabeth Jackson Director of Sacred Music & Liturgy	X1107	ejackson@htparish.org
Steve King Director of Facilities & Operation	X1120	sking@htparish.org
Judy Kittinger Accounting Specialist	X1106	jkittinger@htparish.org
Jacqui Rapp Adult Formation	X1119	jrapp@htparish.org
Pat Terry Faith Formation Assistant	X1108	pterry@htparish.org

Holy Trinity Catholic Schools

Contact us: St. Matthews Campus	502-897-2785	Email
Jack Richards Head of Schools	X1200	jrichards@ht-school.org
Dee Bacigalupi Assistant Principal	X1203	dbacigalupi@ht-school.org
Jeanne Abell Bookkeeper	X1201	jabell@ht-school.org
Kristen Wilkins Office Manager/Receptionist	X1200	kwilkins@ht-school.org
Molly Willer Mission Advancement	X1115	mwiller@ht-school.org
Contact us: Clifton Campus	502-896-8480	Email
Paula Watkins Principal	X1300	pwatkins@ht-school.org
Katie Ruxer Admin. Assistant	X1300	kruxer@ht-school.org