

Parish Staff Ministry Assistance Chart

Scheduling Meetings and Events

- **Single Events**
- **Recurring Meetings**
- **Scheduling Set Ups for Meetings**

Christine Leal, Facilities Scheduler

cleal@sainttherese.net 704-664-3992, ext. 2100

*Meetings and Events need to be approved and scheduled prior to arranging communications to advertise them.

Liturgy Coordination

- **Narthex Scheduling (Non Fundraising and Fundraising)**
- **Pulpit Announcements**

Rosemary Hyman, Liturgy Coordinator

rhyman@sainttherese.net 704-664-3992, ext. 2315

Communications

- **Website**
- **Constant Contact**
- **Outdoor Electronic Sign**
- **Bulletin Board/Narthex Posters**
- **Newspaper Submissions**
- **Brochures and Literature**

Lisa Cash, Ministry Communications Coordinator

lcash@sainttherese.net
704-664-3992, ext. 2105

- **Bulletin**
- **Facebook**
- **Ministerio Latino (website pages)**

Patricia Van Buren, Bulletin Editor/Social Media Coordinator

pvanburen@sainttherese.net
704-664-3992, ext. 2118

*Any activities stated in communications requests and occurring at St. Therese must have already been scheduled with Christine Leal, Facilities Scheduler.

*Any communications request for the use of the Narthex after Masses must have already been approved and scheduled by Rosemary Hyman, Liturgy Coordinator.

Volunteers

- **Recruiting and Screening**
- **Processing of Volunteer Paperwork**
- **Maintaining Safe Environment Compliance**
 - **Volunteer Appreciation**

Mollie Anderson, Volunteer Coordinator
manderson@sainttherese.net 704-664-3992, ext. 2117

Latino Ministry

- **Spanish Communications and Activities**
 - **Latino Quinceaneros**

Lucy Cantellano, Latino Coordinator
lcantellano@sainttherese.net 704-664-3992, ext. 2114

*Events need to be approved and scheduled with Christine Leal, Facilities Scheduler, prior to arranging communications to advertise them.

Maintenance and Facilities

- **Products and Supplies for Events**
 - **Audio/Visual Requests**
- **Posting/Hanging of Banners and Signs**

Dave Conklin, Facilities Maintenance Director
dconklin@sainttherese.net 704-664-3992, ext. 2108

*Dave manages campus maintenance and capital projects.

Operations

- **Deposits (Offertory, Fundraising)**
 - **Purchases**
 - **Use of Credit Card**
 - **Reimbursements**

Mike Kilburn, Operations Assistant
mkilburn@sainttherese.net 704-664-3992, ext. 2315