

Contacts

Accountant

Name of person in charge: Kazie Richardson
Phone: 662-328-2927 ext. 13. Email: annunchr.kz@bellsouth.net

What are the principal duties for this area?

- Count and balance weekly Sunday offertory contributions and other collections; prepare weekly deposits
- Post weekly offertory contributions to computer
- Responsible for accounts payable
- Prepare payroll
- Schedule masses and send Mass cards
- Compute and file quarterly tax reports, annual tax reports, prepare W-2 forms; make tax deposits
- Produce the monthly Diocesan Report
- Generate and send semi-annual general fund financial statements
- Responsible for updating parishioner database
- Assist with various general office duties
- Maintain and reconcile all check registers

Acolyte Training

Name of person in charge: Allison Woolbright
Phone: 662-549-5085 (c) Email: akwoolbright@cableone.net

What are the principal duties for this area?

Make schedule for existing Altar servers and train new children to serve as Altars servers during mass.

Annunciation Catholic School

Name of person in charge: Joni House
Phone: 662-328-4479 Email: johouse@cableone.net

What are the principal duties for this area?

To educate the elementary age children of the parish in accordance with the mission of Catholic schools

Arts and Environment

Name of person in charge: Geraldine Coleman
Phone: 662-329-8664 Email: geraldinew@cableone.net

What are the principal duties for this area?

- Organize flower sign up
- Order flowers in Church for Sundays and special occasions
- Oversee physical appearance of the interior of the Church building

Baptism Class for Parents

Name of person in charge: Maria Dunser
Phone: 662-328-2927 Email: annunciationcyo@gmail.com

What are the principal duties for this area?

Information class for parents of children who need to be baptized. This class is a requirement before having your child baptized.

Bereavement

Name of person in charge: Paulette Garton, Brenda Edwards
Phone: (662) 364-7080 Email: pbgarton@gmail.com

What are the principal duties for this area?

To contact family and see if they have any needs.

Bulletin

Name of person in charge: Jennifer Schippel
Phone: 662-328-2927 ext. 11 Email: annunchr@bellsouth.net

What are the principal duties for this area?

Prepare a weekly bulletin with appropriate information for the Parish

Children's Church

Name of person in charge: Lisa Kerby
Phone: 662-386-6343 Email: a_kerby@bellsouth.net

What are the principal duties for this area?

Recruit parishioners who wish to be a part of the ministry
Schedule parishioners to teach the lesson during the 10:30am Mass.
Provide a program that corresponds with priest's homily for young children

Confirmation

Name of person in charge: Maria Dunser
Phone: 662-328-2927 Email: annunciationcyo@gmail.com

What are the principal duties for this area?

Prepare 10th and 11th graders for Sacrament of Confirmation

Eucharistic Adoration

Name of person in charge: Dick Mahoney
Phone: 662-329-5093 Email: big_meaux@yahoo.com

What are the principal duties for this area?

- Create an atmosphere conducive to silent Eucharistic Adoration in the Chapel
- Schedule Committed Partners for the 2nd Thursday of each month
- Set up for Adoration each month
- Open the church at 8am and close it at 8pm

Eucharistic Ministers

Name of person in charge: Cindy Morgan
Phone: 662-327-4477 Email: sccjj@cableone.net

What are the principal duties for this area?

- Schedule Eucharistic Ministers for Mass, funerals and Holy Days of Obligation
- Recruit and train new Eucharistic Ministers
- Schedule meeting for existing ministers
- Member of the Liturgy Committee

Event Coordinator

Name of person in charge: Jennifer Schippel
Phone: 662-328-2927 ext. 11 Email: annunchr@bellsouth.net

What are the principal duties for this area?

- Schedule and post parish events taking place on church property
- Rent Activities Center out to parishioners.

Facilities Maintenance

Name of person in charge: Richard Hicks
Phone: 662-328-2927/ 662-574-4244 Email:

What are the principal duties for this area?

- Identify areas, items, fixtures, and places in need of maintenance
- Find someone to resolve the issue if it cannot be done with parish manpower
- Maintain a list of people with phone numbers, etc, of people who can do various jobs

Finance Council

Name of person in charge: Wanda Holley
Phone: 662-328-3254 Email: wholley@wwscca.com

What are the principal duties for this area?

- Oversee the financial condition of the Parish

Homebound

Name of person in charge: Alice Faherty
Phone: 662-359-6943 Email: patfaherty@cableone.net

What are the principal duties for this area?

- Create and maintain active list of parishioners requesting Homebound visitation
- Create and maintain active list of parishioners interested in visiting Homebound parishioners
- Take communion to the homebound and persons in the hospital
- Serve as a member of the Liturgy Committee

Housekeeping

Name of person in charge: Mary Hayden
Phone: 662-327-1191 Email:

What are the principal duties for this area?

- Clean the Pastor's house 3 mornings a week
- Clean bathrooms in the church and the kitchen in the Activities Center 2 mornings a week

Knights of Columbus – Council #7974

Name of person in charge: Mike Cancellare
Phone: 703-597-3498 Email: mikecancellare@hotmail.com

What are the principal duties for this area?

- Catholic Fraternal organization comprised of practicing Catholic men.
- If you'd like to be a part of an international organization of nearly 2 million Catholic men whose principal work involves helping others in need, we'd like to meet you and invite you to join us.

Lector/Commentator – Ministry of the Word

Name of person in charge: Sarah Heinkel
Phone: 662-386-9297 Email: Semac98@hotmail.com

What are the principal duties for this area?

- Provide lectors and commentators for Sunday masses, special feast days and other celebrations
- Recruit, train, schedule and maintain an active group of parishioner readers
- Serve as a member of the Liturgy Committee

[Loaves & Fishes Ministry](#)

Name of person in charge: Christina Bradford
Phone: _____ *Email:* christinabradford1223@gmail.com

What are the principal duties for this area?

Loaves & Fishes is a community sponsored ministry that provides lunch and hospitality to those who need it – every Monday and Friday from 11:30am- 1:00pm
Our parish participates on the first Monday of each month
Located next door to the Salvation Army Thrift Store at the corner of 26th Street North and Main Street
All volunteers are welcome

[Music Ministry](#)

Name of person in charge: Stephen Maykowski
Phone: 662-279-8424 *Email:* smayo964@yahoo.com

What are the principal duties for this area?

Provide music for Church services including Mass, Funerals, Weddings, and other special events
Recruit and maintain an active group of parishioners as choir members, organists, and other musicians
Serve as a member of the Liturgy Committee

[Natural Family Planning](#)

Name of persons in charge: Angie Petrolia
Phone: 662-617-1936

What are the principal duties for this area?

These ladies are members of St. Joseph Parish in Starkville, MS. They will put a class together when they get enough names on their list, so give her a call to sign up.

[Newcomer's](#)

Name of person in charge: Eileen Ackermann
Phone: 662-244-0022 *Email:* eileenackerman@me.com

What are the principal duties for this area?

Organize and coordinate the Newcomers of the parish.

[Pentecost Sunday International Foodfest](#)

Name of person in charge: Knights of Columbus
Phone: 703-597-3498 *Email:* mikecancellare@hotmail.com

What are the principal duties for this area?

Organize and coordinate the Pentecost Sunday International Food Fest

Religious Education PreK – 6th

Name of person in charge: Gina Phillips
Phone: 662-327-8034 Email: ghponriver@aol.com

What are the principal duties for this area?

Organize a service, Catholic education and community curriculum for youth from PreK through 6th grade
Once a week lesson between masses.

Religious Education 7th-12th

Name of person in charge: Molly Stafford
Phone: 662-364-1612 Email: mostafford@cablone.net

What are the principal duties for this area?

Organize a service, education and community curriculum for youth from 7th through 12th grade

Respect Life

Name of person in charge: Cathy Van Asselt
Phone: 662-329-3117 Email: cvanass@hotmail.com

What are the principal duties for this area?

Communicate Respect Life events to parish
Celebrate Respect Life Sunday
Get petition signed
Accept donations

RCIA

Name of person in charge: Jenny Purtell
Phone: 662-549-0361 Email: purtelljen@hotmail.com

What are the principal duties for this area?

Lead inquirers on the journey of faith to full communion with our Catholic community
Held every Tuesday night-September until May.

Sacristan

Name of person in charge: Shirley Butler / Judy Flowers
Phone: 662-244-7101 / 662- 251-4432 Email:

What are the principal duties for this area?

Ensures adequate supplies of items needed for liturgies
Oversees day to day maintenance of liturgical objects
Consults with Arts and Environment Committee and prepares for special services
Sets up liturgical celebrations
Assists celebrant and the different ministers before each celebration as needed
Cleans and keeps sacristy neat and organized

Secretary

Name of person in charge: Christina Bradford
Phone: 662-328-2927 ext. 11 Email: annunchr@bellsouth.net

What are the principal duties for this area?
Typical receptionist/secretary duties
Additional duties assigned by pastor

Seniors

Name of person in charge: Nancy Reeves
Phone: 662-328-0939 Email: nancyreeves@cableone.net

What are the principal duties for this area?
Mass and Brunch each month on the First Fridays, September until May.
Encourage occasional excursions

St. Vincent de Paul

Name of person in charge: Pat Jones
Phone: 662-328-0613 Email: ljones8873@aol.com

What are the principal duties for this area?
Meet weekly to review applicants' request and plan action goals for the week
Implement weekly action goals

Ushers/Greeters

Name of person in charge: Mike Reeves 8 a.m. Mass
Phone: 662-328-0939 Email: nancyreeves@cableone.net

What are the principal duties for this area?
Schedule and train ushers and greeters

Web Site

Name of person in charge: Christina Bradford
Phone: 662-328-2927 ext. 11 Email: annunchr@bellsouth.net

What are the principal duties for this area?
Update Annunciation Catholic Church Web Site weekly

Wedding Coordinator

Name of person in charge: Monika Beatty
Phone: 662-356-4828 Email: beattymonika@hotmail.com

What are the principal duties for this area?
Coordinate all wedding activities held in Annunciation Catholic Church

Women's Circle

St. Katherine Drexel Circle

Name of person in charge:

Phone: 256-682-1892

Jan Grondin

Email: jgrondin@cableone.net

What are the principal duties for this area?

Provide spiritual awareness for women of the parish

Organize, plan, and conduct circle activities

Yearly scripture study based on interests of the group

[Women's Circle](#)

[St. Marguerite Circle](#)

Name of person in charge:

Debra Sullivan

Phone: 662-574-4196

Email:

What are the principal duties for this area?

Food for the poor fund

Help with meals for funerals.

Fun and Fellowship

[Women's Circle](#)

[St. Monica Circle](#)

Name of person in charge:

Clara Hicks

Phone: 662-855-0151

Email:

clarah@cableone.net

What are the principal duties for this area?

To provide leadership to the group and facilitate the meeting

We normally use a Bible-based study on women's issues