

Mary Ellen Stilwell
RCIA & Evangelization

Works with the RCIA Team to implement and facilitate the parish RCIA (Rite of Christian Initiation of Adults) Process from Inquiry through Mystagogy. Coordinates the work of Evangelization in the parish through: the implementation of the Home Visitation Process, publication of the parish newsletter, 'Share the Spirit', coordinating parish renewal opportunities, such as a Parish Mission and registering and welcoming new parishioners. Also, provides support to the families of recently deceased parishioners through a home visit during which a gift from the parish is offered along with information about the funeral liturgy and two post-funereal follow up calls. Coordinates the work of the Haiti Committee which seeks to develop a personal and spiritual relationship with our sister parish in addition to providing financial and material support to our brothers and sisters in Haiti.

Fr. Ken,

The following is in response to Jan's email of May 10th.

My normal work days are Monday through Thursday from 9:30 AM – 3:30 PM. The additional 6 + hours each week are variable and are consumed by RCIA, Newsletter, Home Visitation, Haiti and Pastoral and Finance Council meetings. I also schedule off-hour meetings as needed to meet with new parishioners, RCIA candidates and Team members. In addition, I deliver sandwich rings, as needed, often on holidays and weekends.

I do not take a lunch break. It is my understanding, that with a Master's Degree, I am exempt from the provisions of the Fair Labor Standards Act and the parish is not required to provide a lunch break.

May 16, 2011

Cathy Meyer
Coordinator of Marriage and Baptismal Preparation

Hours of work:

Mondays

8:00 AM to 12:00 PM - work in office

12:00 PM to 12:30 PM - off for lunch

12:30 PM to 3:30 PM - work in office

My position at St. Barbara Church is part-time. I am in the office on Mondays and Thursdays from 8:00 AM to 3:30 PM.

Sacrament of Baptism: I receive and document all the necessary information from the parents who are requesting the Baptism of their child. I am responsible for educating and preparing the parents for the sacrament, making sure that diocesan requirements are met for the parents and godparents.

Sacrament of Marriage:

As coordinator of Marriage Preparation, I receive and document all of the necessary information regarding anyone inquiring about getting married at St. Barbara Church. I am responsible for arranging a marriage Preparation class, for the engaged and other requirements of the bride and groom.

Any marriage enrichment program or bulletin information regarding the sacrament.

Also

Each month, I attend the Pastoral Council and Finance Council meetings. I have been a member of St. Barbara Church since July 1978, also I am a member of the Social Committee, the Ladies Guild; an altar server for funeral Masses, a Eucharistic Minister and a Greeter at the 8:00 AM Mass.

Judy Shaffer
Job Description

Parish Secretary

The parish secretary is the receptionist for the parish office, greeting people, taking and directing phone calls, handling mail, and in general assisting wherever necessary.

As secretary, I edit the parish bulletin, maintain and manage the statistical records in the parish data base, record sacramental information, keep the facilities schedule book, and provide clerical support for pastoral programs as needed, in addition to the regular office work of correspondence, filing, copying, and ordering supplies.

Work hours are Monday through Thursday, 8 AM to 4:30 PM.

Rheba Salac

Communications Coordinator

Promotes St. Barbara's Catholic Christian involvement in community via networking and media. The goal of Communications is to improve and build positive recognition of St. Barbara Parish in the community. Information is routed to media, networking with surrounding communities and their groups and individuals about what St. Barbara offers as a Catholic Parish. Focus for this is designated by Pastoral Council deliberation and direction from our Pastor. Communications promotes interaction among Parish groups, marketing of outreach beyond the Parish proper, and invitation to visitors. Any department or leader connected with St. Barbara Church may request help of Communications to build awareness, promote an event, or develop an idea. The Communications Coordinator is a volunteer position.

Ken Meyer
Director of Formation
Job Description

To direct the Religious Formation process at St Barbara parish within the context of total Faith Formation for parishioners of all ages. Areas of responsibility include:

- Preschool & Kindergarten program
- Elementary program
- Junior High Youth Ministry
- Senior High Youth Ministry
- Sacramental programs & celebrations
- Home based formation program
- Adult Education
 - Bible studies
 - Parent Youth programs
 - Providing resources via computer & internet
 - Library
 - Resources for Adult faith enrichment groups (home & parish)

Elementary Youth Social Activities
Children's Liturgy of the Word
Summer Bible program
Catechist formation
Managing Bookstore – serving parish and diocese

Meetings:

Staff meetings
Pastoral council meetings
Finance council meetings
Catechist meetings
Diocesan & Regional Religious Formation meetings & workshops

Special Areas:

In house parish systems (computer, printer, copier) troubleshooter
Assisting with building and lighting maintenance
Assisting in fiscal management via donation requests and creative purchasing
Setting up AV/ Computer equipment to parish groups

Volunteering:

Where and whenever needed (special seasonal decorating, festival, corn roast, etc)

Work Schedule - Ken Meyer

Monday – Friday 9:00 am to 5:00pm(Lunch – 12:00noon to 12:30pm)
Saturdays when Formation 8:00 am to 1:00 pm
Monday Little Rock Bible Study – 6:30 pm to 9:30 pm
Tuesday evenings Junior High 6:30 pm to 9:00 pm
Sunday evening High School 6:00 pm to 9:00 pm
Sunday morning Pre School 10:00 am to 11:30 am
Miscellaneous evening meetings

Dawn Borger

Position:
Email:
Phone:
Arrived at St. Barbara:
Job Description:

Liturgical and Environmental Arts
eanda@stbarbara.org
(724) 744-7474
3/26/2007

Work with the Pastor and Parochial Vicar in coordinating and executing liturgical celebrations in the parish. This includes Sunday Eucharist, Holy Days of Obligation, funerals, penance services, 1st Communions, Confirmations, and Memorial Masses.

Provides liturgy resources to families planning the funeral Mass of a deceased loved one, as well as design custom worship aids used at the Funeral Mass.

Recruits and maintains worshippers for weekly Adoration of the Blessed Sacrament.

Collaborates with the Director of Music Ministry in the preparation of worship aids for high seasons and the scheduling and training of cantors.

Coordinates and trains all liturgical ministers. (Altar servers, cross bearers, lectors, Extraordinary Ministers of Holy Communion, Homebound Ministers, Ushers, Funeral Presiders, Funeral Lectors, and Money Counters). Works with these ministers in formation, scheduling and renewal, and maintains records of commissioning mandates for the Diocese of Greensburg. Prepares quarterly Mass schedules for all ministers.

Prepares the worship space with the appropriate seasonal decorations, and maintains weekly decorum of the sanctuary and narthex. Responsibilities also include purchasing and designing flowers for Sunday liturgy.

Writes weekly column for bulletin as well as front cover bulletin design. Designs ads for various civic and religious organizations, and provides various graphic art projects as needed.

General office duties on Fridays to cover Parish Secretary's day off.

Office Hours: Monday, Wednesday, Friday
9:00am-4:30pm PARISH OFFICE

(Lunch: 12:30-1:00PM)

Tuesday/Thursday: 7.5 hrs HOME

Non Office Hours: Staff Liaison for Fish Fry, Thanksgiving Outreach, and Marian Garden (Arrange first meetings, schedule events in facilities schedule, and provide support to chairs through attendance at meetings, and all event dates).

Attendance at all Pastoral Council meetings, and Finance Council Meetings

Jan Shepherd:

Business Manager

busmgr@stbarbara.org

Job Description:

- Oversees the business operations and facilities needs of the parish.
- Manage all accounting/bookkeeping responsibilities for the parish and cemetery including the preparation for the financial statements.
- Assist in preparing and maintaining the parish budget in excess of \$1.2 million with the Pastor and Finance Council.
- Interface and collaborate regularly with the Finance Council, sub committees and Pastor to review monthly, quarterly and annual reports; in addition to other parish business.
- Provide purchasing services to the parish including research of vendors and costs, request bids and review contracts.
- Acts as a liason with Diocesan departments and Insurance office.
- Coordinate with the Catholic Foundation & Stewardship departments of the Diocese for the Diocesan Lenten Appeal and any other programs.
- Supports the Administration of the Food Bank.
- Assists the Pastor and Caretaker in administering the Cemetery.

Office Hours: Monday – Friday 8:00am-4:30pm

Lunch: Noon – 12:30pm

Non-Working Hours

- Liason for the annual parish festival (July)
- On-site Business Manager for the annual parish fish fry (during Lent)
- Attend evening meetings: Parish Finance Council, Fish Fry & Festival Committee; any other necessary meeting.

Mary Ann Kent
Formation Secretary Job Description

Support the Director of Religious Formation in all aspects. Prepare all necessary paperwork and materials necessary for Religious Formation, Sacramental Preparation, Summer Bible School, Children's Liturgy of the Word, Adult Formation and St. Barbara Bookstore.

Maintain and update computer program and records for Formation and Summer Bible School registrations, as well as Sacramental Preparation. Input all registration information for current year's curriculum and maintain any necessary changes to family information.

Prepare all necessary teacher/classroom paperwork and materials for Pre/K through Grade 12 formation on a weekly basis, as well as special programming throughout the year, i.e. Advent/Lenten programs, field trips, Graduate Mass, Silhouette Stations of the Cross, all youth ministry programs/activities (NCYC, Diocesan events, etc.) and all necessary Sacramental Preparation paperwork.

Work Schedule:

M – F from 8:45 a.m. to 5:00 p.m.

Work weekends when necessary for Formation, Sacramental Prep and Bible School. Hours vary.

On Tuesday & Wednesday morning I drop Marek (my grandson) off at daycare before coming to the office, so I normally do not arrive until after 9:00 a.m. On those two days I either stay late or come in early on other days to make up my time.

Non Working or Volunteer Information:

Help with festival, fish fry, Christmas decorating as needed.

Mary Ann Kent

Formation Secretary

Mary Ann serves as the secretary for faith formation. She began her ministry with the parish in June 1998. She works in close collaboration with the director of faith formation to support all aspects of prekindergarten through twelfth grade religious formation. Mary Ann prepares all necessary paperwork and supplemental materials necessary for yearly formation classes, events, sacramental preparation, Vacation Bible School, Children's Liturgy of the Word, adult faith formation, and the St. Barbara Bookstore.

She maintains all files, programs and records associated with formation, Vacation Bible School and sacramental preparation, as well as youth ministry. Mary Ann inputs all registration information on a yearly basis, maintains curriculum information and any changes to child, youth or family information.

She prepares all teacher and classroom paperwork and materials on a weekly basis, as well as special programming throughout the year; i.e. Advent/Lenten programs; field trips; Anointing and Graduate Masses;

Silhouette Stations of the Cross; youth ministry programs/activities; National Catholic Youth Conference (NCYC), youth based diocesan events; and sacramental preparation.

Mary Ann is also an active volunteer with the parish youth ministry program; chaperones the biennial trips to NCYC, serves as music and technical support for Silhouette Stations of the Cross; and volunteers her time with varying parish fundraisers and events, including the festival, fish fry and Christmas decorations; and has lead Children's Liturgy of the Word for Children.

Mary Ann and her husband, David, residents of Harrison City, have been parishioners of St. Barbara Parish since 1978. They have two daughters, Elisa Esasky and her husband, Chris, of Harrison City, and Maria and her husband, John Burwinkel III of Pittsburgh. She has one grandson, Marek.

Fran Wasko

Position: Sacristan and Wedding
Coordinator

Email: churchlady48@hotmail.com

Phone: 724-244-5237

Arrived at St. Barbara: April 1992

Job Description: Maintain cleanliness of church/social hall
Open and Lock church daily
Facilitate wedding rehearsals
Coordinate the flow of
Wedding day

Fran's Work Schedule

Sunday: Open Church at 6:30 am
Lock up Church either after
Mass or at conclusion of any
functions.

Monday: Open up no later than 6:45 am
Lunch break when convenient
Leave 3 pm.
Return to lock up at conclusion
of any functions.

Tuesday: Open up no later than 6:45 am
Lunch break when convenient
Leave 3 pm
Return to lock up at conclusion
of any functions.

Wednesday: Open up no later than 6:45 am
Lunch break when convenient
Leave 3 pm
Lock up done by CMF

Thursday: Open up no later than 6:45 am
Lunch break when convenient
Leave 3 pm
When choir is finished for season
Return to lock up.

Friday: Open up no later than 6:45 am
Lunch break when convenient
Leave 3 pm.
Wedding rehearsals when there is
a wedding on Saturday then lock
Up at conclusion

Saturday: Open up no later than 7am
If there is a wedding scheduled, return
At appropriate time to coordinate,
Return after Mass or conclusion of any
functions to lock up.

Elisa A. Esasky*Youth Minister*

Elisa serves as the youth minister for sixth through twelfth grade. She began her work with the youth of the parish beginning in 1998 as a volunteer. She works in collaboration with director of faith formation to lead the catechetical formation for sixth through eighth grade students in the parish, and serves as the director of Silhouette Stations of the Cross each year during the Lenten season. Elisa serves as the advisor over the senior high youth ministry core team, which includes 12 students in ninth through twelfth grade. She works in collaboration with the director of faith formation and core team to organize service and social projects; leadership opportunities; advocacy; evangelization; catechesis; community involvement; and prayer and worship. She also meets with the students regularly for meetings and planning sessions.

Elisa serves as the parish based coordinator for the biennial National Catholic Youth Conference (NCYC), a three-day experience of prayer, community, and empowerment for teens and their adult chaperones. The conference, which the parish began attending in 2001, takes place in a different city on the east coast. She also organizes numerous fundraisers for youth ministry overall, as well as the NCYC, and served as the formation leader for fifth and sixth grade students during Vacation Bible School from 2002-09.

Elisa works full-time in the Office for Information Technologies in the Diocese of Greensburg. She handles the day-to-day operations of the diocesan Internet and Intranet sites in collaboration with designers and diocesan staff. She also works on additional Web projects, including work with the parishes, diocesan high schools and elementary schools. Elisa is a lifelong parishioner of St. Barbara Parish and serves as a lector and extraordinary minister of holy Communion. She resides in Harrison City with her husband Chris, and son Marek.

Bob Vareha, Music Director – Job Description

Bob Vareha leads a group of dedicated, talented, and spirit-filled ministers in the St. Barbara Music Ministry. He serves as the principal keyboard accompanist at weekend Mass celebrations, holy day liturgies, and weddings, and acquires capable substitute accompanists when necessary. Bob is responsible for selecting and preparing the music for liturgies, supplying practice recordings for and rehearsing with cantors, directing the Adult Choir and Brothers in Praise, and assisting with and accompanying the Youth Praise Choir. Bob also works with the pastor and staff to help develop the liturgical life of the parish and coordinate special liturgies. Click [here](#) to read more about the mission of the St. Barbara Music Ministry.

5/31/2011

Hours / Mon. Thru Fri. 9 - 5

Lunch / 12 -12:30

In addition to written job description, I also assist with parish festival and fish fry. Also set up and take down for any activities including formation, such as Bible School.

Gary Moore