

## ADMINISTRATION MINISTRIES

### 200 Audit Committee

Plan and oversee the annual audit of parish finances, personnel records, insurance, and assets as required by the Archdiocese. Required skills: CPAs and accountants

Time Commitment: Eight hours annually

Contact: Mary Downs, Business Manager (502) 780-0673

### 201 Collection Counters

Meet with team on assigned week to count and deposit the weekly collection.

Time Commitment: Two–three hours/month after 11:30 a.m. Mass

Contact: Stephanie Jones, Bookkeeper (502) 780-1083

### 202 Facilities Management & Planning

Advise and oversee physical property and equipment of parish. Provide expertise and assistance with minor repairs and recommendations on major repairs. May obtain bids for major projects. Help to evaluate and prioritize major property needs for annual capital budget.

Time Commitment: Meets as needed, not regularly

Contact: Tom Frank (502) 551-0081

### 203 Gardens and Grounds

Assist with maintaining our gardens and grounds year round. Tasks: rake, plant, weed, etc. Skilled tasks: Identify and maintain plants for the different areas of the property.

Time Commitment: Two-three hours twice/year, additional assistance welcome as available.

Contact: Jay Fields, jpkkfields26@yahoo.com

### 204 Parish Office Volunteers

Assist with business and office duties. This includes answering phones, assigning Mass intentions, preparing participation sheets, accounting assistance, copying, correspondence, and other assistance as needed by staff.

Time Commitment: Flexible, three hours or more depending on availability

Contact: Stephanie Jones, Bookkeeper (502) 780-1083

### 205 Participation Sheet Volunteers

Assist with preparing worship aids for community liturgies.

Time Commitment: two hours/week or as needed

Contact: Kathi Ley, Administrative Assistant (502) 780-1099

### 206 Space Arrangers

Help with cleaning and arranging Worship Center.

Time Commitment: Weekly meeting on Saturday or tasks to do at your convenience

Contact: Greg Harris (502) 615-0536

### 207 Technology Committee

Manage all things technical at Epiphany, including laptop/desktop support for staff, WiFi and wired networking, and operating system updates. Offer support for lighting and audio/visual on parish campus, administer Google/G suite accounts, and electronic mailings. Provide expertise on major system purchases. Skill set: Python Programming needed! Python code drives a lot of data- and cloud-based automation at Epiphany.

Time Commitment: Monthly meeting and as needed

Contact: Jeff Squyres via the parish office, (502) 780-0673

### 208 Weekend Closers

Secure the Worship & Community Centers after weekend Masses.

Time Commitment: One weekend/month

Contact: Mary Downs, Business Manager (502) 780-0673