



# **Parish Volunteer Ministry Opportunities**

## **St. Michael Catholic Church**

574 Eighth Street  
(P.O. Box 199)  
Calhan, CO 80808

Office: (719) 347-2290

[www.saintmichaelcalhan.com](http://www.saintmichaelcalhan.com)

**Our parish volunteer ministries, and other faith-based opportunities and activities that are available for you to serve God and others.**

Revised: May 4, 2025



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May 4, 2025  
Third Sunday of Easter

Greetings and blessings in the name of Our Risen Lord Jesus Christ!

Thank you for your decision to steward your God-given time and talents in the St. Michael Parish by being willing to serve and lead others on our journey in the image and footsteps of Our Lord.

You may not think of yourself as a teacher, catechist or leader, but if you have more than one person looking to you for knowledge, encouragement, understanding, accountability, and about a hundred other things regarding the Christian Catholic faith, you are a leader—not just a do-er.

God calls us each of us to varying degrees of service in His Church, the home, work place, and the community. Right now, God has chosen and is calling you to greater faith-based works.

The concept of God's calling and our response is extremely important for us as Christians today—with so many other distractions for our time, talents, treasures—in the world around us.

By devoting your time and talents to this parish church, you will be filled with much joy and grace. At times, you may ask God for help and He will grant it. You will be more awed by His love and care for you in your efforts and you will better understand His love for His church also.

There may be days when you feel unqualified or overwhelmed. Don't listen to the voice of self-accusation. God uses the weak and foolish things of this world to confound the strong and wise.

Welcome to the myriad of parish ministries and other activities that make this parish church an exciting, vibrant and joy-filled faith community. Wishing you God's abundant blessings!

Yours in Christ,

Rev. Bob Newbury Jr.  
Pastor

## FAITH FORMATION



### **Baptism Preparation**

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

Required sacramental preparation class for parents and godparents for the baptism of a child (under the age of 7) (cf. Canons 867-868 and promulgated Diocese of Colorado Springs' norms).

**First Communion** /  
Tessy Enright /  
[Tessymama5@gmail.com](mailto:Tessymama5@gmail.com)

**Confirmation for Youth and Adults**  
Fr. Bob Newbury  
(719) 347-2290

Prepares baptized, practicing Catholics for reception of the Sacrament of Eucharist and/or Confirmation to complete their Sacraments of Initiation within the Roman Rite of the Catholic Church (cf. Canons 912-923, Canons 879-896 and promulgated Diocese of Colorado Springs' norms).

### **Order of Christian Initiation of Adults (OCIA)** (Previously known as RCIA)

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

A process for those seeking an understanding of the Catholic faith, tradition and practices in order to discern becoming a Catholic Christian within the Roman Rite. Includes the Sacrament of Baptism, first reception of the Sacrament of Eucharist and conferral of the Sacrament of Confirmation upon a child (one over the age of 7) or an adult (cf. Canons 206, 788, 789, 851, 872, 882-888, et al. and promulgated Diocese of Colorado Springs' norms).

### **Marriage Preparation**

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

A required process of preparation for the reception of the Sacrament of Matrimony within the Roman Catholic Church. Of note: the Diocese of Colorado Springs generally requires a one-year preparation process; although it may be completed in a shorter time period based on the determination and investment by the to-be-wed couple of their time, efforts and some finances (for some program-associated fees like workbooks, etc.) (cf. Canons 1055-1165 and promulgated Diocese of Colorado Springs' norms).



### **Adult Formation**

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

Opportunities for lifelong Catholic religious education focused on adult learning; through the study and reflection for life-long application of sacred scripture, church history and the sacraments; and catechesis of theological, doctrinal and spiritual topics related to the Church vital for life-long faith formation.

### **Children / Youth - Religious Education / Formation**

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

The faith formation (also known as Religious Education (RE)) of children and their families. Includes faith formation to youth and their families such as RE studies, retreats, service projects, etc.

### **Children / Youth / Adult - Sacramental Preparation / Formation**

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

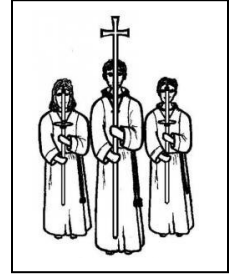
The preparation process for baptized, practicing Catholic children and/or youth for their reception of the Sacraments of Reconciliation (also known as Penance and Confession) and first Eucharist and/or the Sacrament of Confirmation (school grade 8 and higher) to complete their Sacraments of Initiation within the Roman Rite of the Catholic Church.

### **Religious Education Catechists (Children, Youth and Adult Faith Formation & the OCIA)**

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

A trained, designated and appointed baptized Catholic (who has received all of their Sacraments of Initiation) who assists with the scheduled and programmed process of teaching the Catholic faith to parish children, youth, and adults (including the established RCIA Instruction Process). Requires a Criminal Background Investigation (CBI) and completed reference checks.

## LITURGICAL



### **Altar Servers Ministry**

Fr. Bob Newbury

(719) 347-2290

[RGNewbury@yahoo.com](mailto:RGNewbury@yahoo.com)

Trained, designated and appointed boys and girls, who have already received the Sacraments of Reconciliation and Eucharist, and who desire to serve God in the conduct of the Church's scheduled liturgies by assisting the clergy (bishop, priest and/or deacon) within the sanctuary.

### **Altar Server Ministry Scheduler**

Theresa Stell

[Stellfam\\_5@q.com](mailto:Stellfam_5@q.com)

Responsible for organizing and publishing recurring liturgical ministry schedules for altar servers for Sundays and Holy Days of Obligation.

### **Mass Ministry Scheduler (Reader, EMHC, Altar Server, Usher & Gift Bearer)**

Theresa Stell

[Stellfam\\_5@q.com](mailto:Stellfam_5@q.com)

Responsible for organizing and publishing recurring liturgical ministry schedules for Mass Reader and Extraordinary Ministers of Holy Communion for Sundays and Holy Days of Obligation.

### **Music Coordinator (including Musical Instrumentalists, Cantors and Choir Members)**

Connie Phelan

[cpconthe17@aol.com](mailto:cpconthe17@aol.com)

A competent, trained, designated and appointed minister, who assists the parish clergy by coordinating and facilitating the necessary, standardized musical selections for parish liturgies (such as: Sabbath celebrations of the Mass, Masses on Holy Days of Obligation, Masses of Christian Burial and Matrimonial ceremonies, etc.) to lead and guide the gathered assembly.

### **Wedding Coordinator**

Fr. Bob Newbury

(719) 347-2290

Coordinates and collaborates with couples requesting to receive the Sacrament of Matrimony within the parish Church. This includes: the selection of wedding-peculiar scriptural readings and musical selections; organizing and scheduling a practice (usually the afternoon or night

before the wedding), informing involved parties of what is permitted and not permitted in the Rite of Holy Matrimony and/or the Order of the Holy Mass or Service of the Word, etc.

**Extraordinary Ministers of Holy Communion (EMHC)** (Church scheduled liturgies)

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

Trained, designated and appointed ministers who assist the clergy with the distribution of Holy Communion. These ministers must be: at least 16 years of age; specially trained per diocesan policies; Catholics in good standing; and mandated in writing by the bishop of the Diocese of Colorado Springs (normally valid for a period of 3 years for and only within their parish of assignment and mandation).

**Extraordinary Ministers of Holy Communion (EMHC)** (Homebound, Hospitalized, etc.)

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

Trained, designated and appointed ministers who assist the clergy with the distribution of Holy Communion to those unable to attend church liturgies (i.e., homebound, hospitalized, in hospice care, etc.) within the canonical/jurisdictional boundaries of the parish church. These ministers must be: at least 16 years of age; specially trained; Catholics in good standing; and mandated in writing by the bishop of the Diocese of Colorado Springs (normally valid for a period of 3 years for and only within their parish of assignment and mandation).

**Funeral Ministry**

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

Contacts grieving spouses and families to assist them with post-death spiritual counseling; the necessary planning and coordination of parish church activities associated with funeral related liturgies (including a Mass of Christian Burial; burial (interment (casket) or inurnment (cremated remains)) following the liturgy; post-liturgy community receptions, etc.).

**Readers (Mass Proclaimers (previously referred to within the Church as “Lectors”))**

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

Trained, designated and appointed ministers who assist the clergy in church liturgies by proclaiming pre-selected/assigned Old Testament or New Testament scriptural passages. These ministers must be Catholics in good standing, well-articulate and be at least 15 years of age.

**Sacristans**

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

Trained, designated and appointed ministers who assist the clergy in church liturgies by assisting, preparing and pre-positioning liturgical instruments (i.e., lectionary; communion chalices; purificators; etc.) in the sanctuary area in preparation for a parish liturgy. These ministers must be specially trained, Catholics in good standing, and be at least 15 years of age.

**Greeters / Ushers**

Theresa Stell  
Stellfam\_5@q.com

Trained, designated and appointed ministers who assist the clergy during church liturgies by greeting people as they arrive; assisting the handicapped with seating; facilitating the collection of the offertory from the faithful assembled; bringing forward the gifts of bread and wine during the presentation portion of the Mass; etc. These ministers must be appropriately trained and dressed and should be at least 15 years of age.

**OTHER PARISH (NON-MINISTRY) FAITH COMMUNITY LIFE ACTIVITIES**

**Altar and Rosary Society**

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Men and women of the parish, who (individually or as a gathered group) pray, support and enhance the parish liturgies by caring for altar clothes and linens, supplies and vestments. They also maintain and re-stock, as needed, the parish’s prayer vigil candle stands.

**Condolence Card Committee**

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Parish condolences are mailed to grieving individuals and/or families on a timely basis, The parish office/pastor may provide further info to these individuals to make them aware of diocesan, parish, Catholic Charities or local appropriate grief counseling and/or support group(s).

**Counters-Mass Offertory**

Theresa Stell  
[Stellfam\\_5@q.com](mailto:Stellfam_5@q.com)

Unis Burke  
[unisburke586@gmail.com](mailto:unisburke586@gmail.com)  
(719) 347-2290

Men and women of the parish, who assist on a rotating schedule with counting the parish’s routine weekend offertory. Requires a Criminal Background Investigation (CBI) and completed reference checks.

**Environment Committee**

Debbie Scalzo  
[fscalzo51@gmail.com](mailto:fscalzo51@gmail.com)

Men and women of the parish, who decorate the parish Gathering and Worship Spaces with the appropriate theme and color associated with the applicable liturgical season.

**Finance Council**

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

Serves as a member of a consultative body to the pastor; to ensure effective stewardship of monies and gifts received, and the just use and distribution of all parish resources, properties and funds. Also, includes the discussion, review and formulation of an annual parish budget.

**Funeral (Post-Liturgy) Reception Committee**

Unis Burke  
[unisburke586@gmail.com](mailto:unisburke586@gmail.com)  
(719) 347-2290

Promotes parish fellowship, while demonstrating the gathered community’s grief and support to the family by organizing and facilitating a reception after a funeral liturgy/burial for parishioners.

**Hospitality Committee**

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Helps to promote lively, parish fellowship by serving coffee, juice, and donuts/pastries the First Sunday of every month (excluding July and August). Also helps to facilitate special events also (such as: the parish picnic; periodic potlucks; after-Mass First Communion and Confirmation light receptions; etc.).

**Inquiries, Questions or Application Submittal of Previous Marriage Annulments**

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

Serves to facilitate informative discussions and recommended actions for individual(s) requesting a Declaration of Nullity (an annulment) of any previous marriage(s) (civil and sacramental) within the Roman Catholic Church.

**Maintenance/Facility-Complex Manager**

Kevin Finn  
(719) 347-2290

Responsible for overseeing all church-related equipment installation, repairs and upkeep operations to ensure the church's facilities are well-cared for and adequate to support the Church's mission. Well versed in the maintenance process, and health and safety regulations.

**Parish Council**

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

Serves as a member of a consultative body to the pastor regarding present and future parish activities and operations.

**Parish Building, Maintenance and Grounds Committee**

Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

Serves as a member of a consultative body to the pastor regarding present and future parish building and ground operations.

**Prayer Chain / Network**

Tessy Enright  
Tessymama5@gmail.com

Fr. Bob Newbury  
RGNewbury@yahoo.com  
(719) 347-2290

Serves as a member of a parish-level prayer group to daily pray for general (i.e., world peace, for the Church and our nation, etc.) and specific requested prayer intentions.

**Respect Life Committee**

Fr. Bob Newbury

(719) 347-2290

RGNewbury@yahoo.com

Educates and informs parishioners regarding the promotion of the dignity of all human life (from conception until natural death) via the teachings of the Catholic Church. Also, includes the annual Christmas giving tree to help the needy within the local parish area.

**Rosary Prayer Group**

Connie Phelan

[cpconnthe17@aol.com](mailto:cpconnthe17@aol.com)

On a Sunday afternoon, parishioners gather at a scheduled/pre-designated group parishioner's home in social fellowship and to pray the Holy Rosary, seeking the intercessions of Our Blessed Mother Mary for prayer petitions (for individuals, families, Church, our nation, world peace, etc.).

**Social Justice Committee**

Fr. Bob Newbury

(719) 347-2290

RGNewbury@yahoo.com

Educates and informs parishioners regarding the promotion of Social Justice via the teachings of the Catholic Church. Encourages and enables others to respond to God's call to the myriad of related topics under the "Social Justice" umbrella – such as: the Dignity of the Human Person; the Preferential Option for the Poor and Vulnerable; the Dignity of Work and the Rights of Workers; Care of God's Creation; etc.).

**Stewardship Committee**

Fr. Bob Newbury

(719) 347-2290

RGNewbury@yahoo.com

Works to further the mission of our parish community by fostering an awareness of God's abundant blessings in the gifts He has freely given each of us. Encourages and enables others to respond to God's love by sharing their gifts of time, talents, and treasures freely also to serve Jesus Christ and to give witness in His Church through effective stewardship habits and practice.

**Vocations Committee**  
Fr. Bob Newbury  
(719) 347-2290  
RGNewbury@yahoo.com

Within the parish community, educates and informs parishioners regarding the call to Christian vocations (i.e., priest, deacon, married and single life) as Church to bring about the Kingdom of Heaven – God’s will on Earth.

**Welcoming Committee**

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Provides a warm welcome to all families and adults who are new to our parish faith community. Members of this committee make a personal phone call to each newly registered individual/family and distributes Welcome Packets, as appropriate or needed.

**FRATERNAL ORGANIZATIONS**

Knights of Columbus Council #14785  
(a joint/combined council of members from the  
St. Benedict Parish, Falcon  
and St. Michael Parish, Calhan)



SK Michael Pfeifer (Council’s St. Michael Parish Roundtable Representative)

Fraternal organization of men (18 years and older) dedicated to service of the Catholic Church and the Knights of Columbus activities affecting the diocese, parish and local communities.

(cf: [uknight.org/CouncilSite/?CNO=14785](http://uknight.org/CouncilSite/?CNO=14785) )

We welcome and pray that you find a ministry or activity to serve you and your family among those offered.

- Every ministry and parish activity welcomes new members!
- Please contact the ministry or activity point of contact (POC) for more information.
- Do you have an idea or desire for a new program not mentioned here? Please discuss it with our Pastor. We're always open to new opportunities in and for our faith community.
- **NB:** The St. Michael Catholic Church and Parish Faith Community fully supports and utilizes the prescribed guidelines of the U.S. Conference of Catholic Bishops (USCCB) Charter for the Protection of Children and Young People and the child safety program protocols promulgated by the Bishop of the Diocese of Colorado Springs.

Therefore, participants of parish ministries and non-ministry activities involving any direct contact with or access to children, youth or vulnerable populations will require compliance with the Diocese of Colorado Springs' established norms, as applicable.

