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## **ADMINISTRATION**

**Father Martin Linebach**, Pastor  
frmlinebach@stjames-etown.org  
(270) 765-6268

*The committees which make up the Administrative arm of Saint James Catholic Church work with the Pastor to develop long-range plans as well as provide oversight and direction for the annual budget, building projects, facilities and Saint James Cemetery.*

## **01 CEMETERY**

**Danny Pawley**  
jdp3putt@windstream.net  
(270) 862-9249

The Cemetery Committee meets two times per year. The committee defines policies and guides future decisions for Saint James Cemetery as well as plans beautification efforts. The committee is in need of new members to share their talents to help with administrative support and beautification. The number of stewardship hours will vary and is determined by the role of each committee member.

## **02 FINANCE**

**Greg Schrecke**  
gsskus01@comcast.net  
(270) 317-2242

The Finance Council develops, approves and monitors the financial operations of the parish including facilities management. The council meets once a month for two hours. *Volunteers are appointed by the pastor.*

### 03 LANDSCAPE COMMITTEE

Saint James Catholic Church is in need of volunteers to lead as well as provide assistance to the landscape committee which beautifies and maintains the grounds and gardens on the West Dixie campus. Specific duties include weeding, mulching, watering, trimming and planting on a weekly basis. The time commitment has not been determined and will be defined once a ministry leader is identified. *Currently, we do not have a ministry leader for this group, if you would be interested in leading this group, please notate that on your stewardship form.*

### 04 PARISH OFFICE VOLUNTEER

**Gail Hereford**

parishoffice@stjames-etown.org

270-765-6268

The parish office is occasionally in need of administrative assistance. These volunteers would help by answering phones, preparing bulletins and mailings as well as assisting with other administrative tasks.

### 05 PARISH PASTORAL COUNCIL

**Lou Edmondson, Chair**

lou.edmondson@windstream.net

(502) 777-7025

The Saint James Parish Pastoral Council serves in a consulting role to the Pastor regarding governance (spiritual and temporal), pastoral planning and communication efforts for the parish. As current members rotate off the Council, those parishioners interested in being a part of the Council will be nominated by parish members at large, participate in a discernment process for membership, and selected by a drawing of names. At the privilege and discretion of the pastor, members are also appointed.

### 06 SPECIAL PROJECT **(new!)**

There have been many parishioners who have mentioned that it is time for us to put together a new **Saint James Parish Directory**. We would like to make this happen, but cannot commit to it without a committee of parishioners who will agree to interview and choose the company to produce the directory and work alongside the company to communicate information with parishioners, schedule photo sessions and finalize production of directory. The committee will need parishioners to work in a leadership role as well as volunteers to assist with communication, photo sessions, etc. This committee will disband after the production of the parish directory. If you are interested in being a part of this project, please specify your interest on the stewardship form and return to the parish office. All volunteers will be contacted and asked to meet to discuss how to complete this project.