

**Thank you for your willingness to serve as a Liturgical Minister!
You are so important to the life of our parish.**

- Training will be provided for new ministers, as well as to all ministers periodically with updates.
- You will be given the opportunity to select your dates to serve or to indicate the dates on which you are not available before each schedule is published.
- We appreciate you arranging for your own substitute or making a trade if you have a conflict. If you have made a change or are unable to find a substitute, please notify the scheduler.
- You will be contacted once we receive the attached survey to arrange training.

Please read the following descriptions carefully to decide which role(s) you feel called to fill and answer the questions on the attached sheet. Please use one copy per individual. Keep this sheet for your reference.

- **Mass Coordinator**
 1. Responsibilities – support the liturgical ministers at Mass by confirming their readiness to serve
 2. Qualifications – adult member of parish; physically able to perform all responsibilities
 3. Skills/characteristics – familiarity with all liturgical ministry roles; comfortable interacting with others; skilled at problem solving; dependable
 4. Time of arrival – thirty (30) minutes before Mass begins

- **Hospitality**
 1. Responsibilities – offer a welcoming and helpful approach to those attending Mass while maintaining ongoing safety measures
 2. Qualifications – adult member of parish or youth with supportive adult present; physically able to perform all responsibilities; CASE certification
 3. Skills/characteristics – comfortable greeting people; outgoing and welcoming; dependable
 4. Time of arrival – thirty (30) minutes before Mass begins

- **Lector**
 1. Responsibilities – proclaim the Word of God to the community; read the Prayers of the Faithful in the absence of a deacon
 2. Qualifications – adult member of parish; has received the sacraments of Baptism, Holy Communion, and Confirmation; physically able to perform all responsibilities
 3. Skills/characteristics –ability to read clearly into the microphone with proper tone and posture; dependable
 4. Time of arrival – twenty (20) minutes before Mass begins

- **Extraordinary Minister of Holy Communion (EMOHC)**
 1. Responsibilities – distribute Holy Communion to the parishioners during Mass
 2. Qualifications – adult member of parish; has received the sacraments of Baptism, Holy Communion, and Confirmation; physically able to perform all responsibilities
 3. Skills/characteristics – demonstrates reverence for the Eucharist; dependable
 4. Time of arrival– twenty (20) minutes before Mass begins

- **Tech Minister**
 1. Responsibilities – manage the technical operation of online streaming and the display on the screens in church during Mass
 2. Qualifications – adult or youth with supportive adult present; active member of the parish; physically able to perform all responsibilities
 3. Skills/characteristics – familiarity with using a tablet; ability to maintain focus; dependable
 4. Time of arrival–twenty (20) minutes before Mass begins

- **Altar Server**
 1. Responsibilities – support the celebration of the Mass by performing various duties which include bell ringing, cross bearing and other activities as directed by the celebrant
 2. Qualifications – youth; family is member of the parish; has received First Communion; physically able to perform all responsibilities
 3. Skills/characteristics – ability to follow directions and to follow sequence of the Mass; dependable
 4. Time of arrival – twenty (20) minutes before Mass begins

- **Sacristan** – (role will resume at a future date)
 1. Responsibilities – create a welcoming environment while setting up the altar and other related activities for the Mass
 2. Qualifications – registered adult member of the parish; physically able to perform all responsibilities
 3. Skills/characteristics – ability to follow a set of steps; organizational skills; dependable
 4. Time of arrival – at least forty-five (45) minutes before Mass begins

- **Children’s Liturgy of the Word catechist** – (role will resume at a future date)
 1. Responsibilities – prepare and lead a Liturgy of the Word adapted for children ages 3-6
 2. Qualifications – adult member of the parish or teen with adult supervision; CASE certification; physically able to perform all responsibilities; dependable
 3. Skills/characteristics – ability to make or follow a lesson plan; ability to engage the children
 4. Time of arrival – thirty (30) minutes before the Mass begins

Liturgical Minister Information Sheet

Please complete this sheet to volunteer for any of the Liturgical Ministry roles. Use one sheet for each individual. Please return to the box in the library, to the Parish Office, or complete online.

Name: _____

Email: _____

Telephone: _____ Can we text this number? Yes No

Please check the role(s) that you wish to fulfill and the Mass(es) at which you are willing to serve.

<u>Role</u>	<u>Mass:</u>	<u>5:00 PM</u>	<u>8:00 AM</u>	<u>10:30 AM</u>	<u>Weekday*</u>	<u>Sub Only</u>
		Saturday	Sunday	Sunday		
Hospitality						
Greeter (at door, takes count)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Host (at table)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Usher (escorts to seat)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Mass Coordinator		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Lector		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extraordinary Minister of Holy Communion		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tech Minister		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Altar Server						
Cross Bearer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Bell Ringer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sacristan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Liturgy of the Word Catechist		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

*Weekday Masses are scheduled separately from weekend Masses and are often done on a weekly recurring schedule (i.e. every Tuesday).

1. I would like to serve: once per month
 more than once per month
 once every other month
 as often as needed

2. I would prefer to be scheduled for: only one ministry role per Mass
 more than one role per Mass, if needed

3. I would prefer to be scheduled: on the same dates as other family member(s)
 on different dates or masses than a family member
 however works best for the schedule

4. Do you have any recurring conflicts? (For example, you are involved in an activity every 3rd weekend.)

No Yes If yes, please list these conflicts: _____

5. By which method(s) would you like to receive a reminder the week you are scheduled to serve?
(Note – the schedule will also be posted online and updated to the extent that we know of changes.)

email text message phone call no reminder needed

6. Is there anything else we should know about your schedule or ability to serve?

Thank you for completing this survey and for your willingness to serve!