

St Jude Church

Eucharistic Minister & Lector Scheduling Preference

January 1st, 2005

Happy New Year to all!

We would like to wish all of our ministers and their families a most blessed new year. Thank you goes to everyone who has given of their time and dedication to our ministry of Lector and Eucharistic Minister. Without your commitment to our church our liturgies would not be what they are. A final update on the donations we took up for the memory of Fr. Kosem's mother – **we collected over \$800.00!**
WOW!

Fr. Kosem was very grateful and wrote a thank you note that was posted in the sacristy. The money collected was donated to the St. Jude Building fund.

Enclosed is the mass preference form for this coming Winter/Spring months of February thru May. Please return this form to us whether you wish to be scheduled or not. If you are one of those "out-of-towners" in the warmer climates, please return this as soon as possible also indicating when you will be returning to the North Coast. As always, we wish to keep everyone on the same form rather than have slips of paper floating around with your preferences, increasing the chances of a scheduling mistake. If emailing your preferences, please fill out the form and return it to us. Avoid just typing the information in letter form. When we assemble the lists and input them into the program, having the same form in front of us for everyone makes the process go quickly. Please return this form to us by **January 21st, 2005.**

Thanks!

Some general housekeeping details:

Again please be aware of the following:

1. Forms returned after the requested due date will not be scheduled. The scheduler program will be run that evening to generate the Winter/Spring schedule. We need time to review the schedule, move people into the correct positions (set-up, host, wine)
2. We will not be calling to remind you to return your schedule after the due date.

3. EVERYONE will be required to be available for scheduling at least two (2) times per ministry per month.

If you are both a lector and an EM and want to be scheduled only the minimum, note that you will be scheduled 2 times as an EM and perhaps you maybe scheduled a third time in a month for lector. So in some months you may be serving three times.

4. Even though we allow you to list your unavailable times (vacation, work, etc...), if you cannot serve your scheduled time, you must call for a sub. Remember though that when calling for a sub you must talk to a real person and not leave a message. *And subs please show up and make your presence known.*

Eucharistic Ministers notes:

- Please note your assigned positions on the scheduling sheet and know where you are to station yourself for communion. Cup persons serving up front should note that they are not to crowd the middle aisle communion stations.
- Please remember that the Middle aisle minister (the person bringing in the ciborium from the tabernacle) should always serve communion from the ciborium. Other host ministers should be serving from the wooden patens.
- Set up person – before mass make sure that the tray with the cups and patens are out. Also make sure that the hosts and wine are set out at the gift table. After communion you need to remember the empty patens need to be taken to the side credence table and placed on the tray.
- After mass the tray needs to be taken back to the sacristy and vessels purified.

LECTORS:

- Please follow the new procedures for the liturgy of the Word. After processing in, you should be sitting at the chairs next to the servers. When it comes time to do the readings, enter the sanctuary, and reverence the altar then step up to do the readings. Between the first and second readings, step down and stand behind the ambo for the responsorial

psalm. After the readings are completed, place the book on the lower shelf of the ambo and return to the seats next to the servers. When the creed is recited, you need to be already standing at the foot of the sanctuary. After the creed is finished you then step up to the ambo for the intentions. (Call if you have questions)

- Please always check to make sure the ambo gospel book is open to the correct readings **before mass.**
- Before your scheduled mass, please strive to always study and read aloud the readings at home. Practice them well so you do not stumble over words and phrases. Effective proclaiming brings the readings alive to the congregation. Besides it's obvious if you haven't practiced because the readings do not flow properly.
- Most importantly, each should know how to pronounce the biblical names. Use the orange pronunciation guide or the workbook guide. As a last resort please call me.

That's all for now. See you in church!

Al and Linda Zanni,

Lector and Eucharistic Minister Coordinators

Clickfor [Preference Form](#)

Or Email : STJudeLEM_ARZ@yahoo.com