

## March 2010

Dear Liturgical Ministers,

Lent is here and the Easter Triduum is just around the corner! Thank you for your continued sharing of your time and talents. The schedule for March is enclosed in this packet, and the schedule for Holy Week will be out soon.

Please take a few moments to read the letter attached on the back side of this page from Fr. Mike. It is very important that you read the letter to make certain that you are all aware of scheduling procedures and guidelines.

As always, if you have changes in your schedule, or if we are not meeting your scheduling needs let us know.

We wish you all a blessed Lenten season.

Sincerely,

Mary Daniel and Katie Severns  
Directors of Liturgy and Music

Note from Father Mike:

Each weekend we have close to 100 ministers involved in some aspect of the liturgy. This is wonderful and a testament to the generosity of so many. It also has become difficult to attempt to accommodate everyone's individual preferences. Attempting to accommodate all individual preferences means that some individuals are scheduled too little and others too much. Mary Daniel spends numerous days each month working on the schedule and it is affecting her ability to accomplish the other duties she has as Director of Liturgy. To simplify the scheduling process we will be using the following guidelines. Please understand that the goal of these changes is to create a more effective scheduling process while not unduly burdening any one minister. If you have any questions or concerns, please call Father Mike 342-0507.

1. We will focus on scheduling ministers for their first Mass preference. There might be a time when we would have to give you a second preference time but for the most part we will keep you at the same mass.
2. Given the current number of ministers we have in each ministry you will be scheduled about once a month. This might not always be the case either because we have more or less than we need to fill the ministries for each month or because persons are not available on given weekends. Please understand if you are on more than once a month it is out of necessity.
3. We will ensure that any one family will only be scheduled for one Mass a weekend but we will no longer ensure that the whole family is scheduled together. Requesting the whole family to be put on together results in some other individuals not be assigned or not having enough ministers to fill the need. Please don't request your family be scheduled all together at the same Mass.
4. If you have requested to be involved in more than one ministry, you will be scheduled for each ministry independent of the other. In other words on most months you would be scheduled at least once for each ministry in which you serve. This would mean you might be on several weekends serving in different capacities.
5. Please continue to write your unavailability times on the list in the sacristy or let Mary know via phone or email. We need those dates by the deadline listed on the sacristy sign-up sheet each month. If we do not hear from you before the deadline and you are assigned, please find a substitute for your ministry.
6. In following these guidelines, if there is an error that we have made in the schedule for example assigning your family to different masses or assigning you when you have told us in a timely fashion that you will be gone, please let us know. Those errors are ours to correct.
7. Finally a reminder concerning some guidelines that have been in place:
  - a. If you are scheduled and cannot fulfill your ministry, it is your responsibility to find a substitute. If you need a list of ministers let Mary know and she will provide that for you. If you call between five and ten persons and can't find a substitute, then please call and let Father Mike know or leave a message on his phone (extension 22). If you experience an emergency that does not allow you to fulfill your ministry, a phone call explaining the situation is much appreciated and certainly understood.
  - b. If you are an assigned lector and are not able to fulfill your ministry, please do not ask one of the other lectors or a Eucharistic Minister or a hospitality minister who is also lector to do double duty. Likewise EM or hospitality ministers should not ask an assigned lector who is also an EM or hospitality minister to fill in.
  - c. If you are assigned to minister at the liturgy and someone calls and asks you to do another ministry, politely decline. If the person calling has run into problems with several calls, they can let Father Mike know.

Thanks for reading this and understanding the need for these adjustments and reminders.

Father Mike