

SUNDAY
12:30 PM

HOLY FAMILY CATHOLIC CHURCH
OFFICE OF MUSIC AND LITURGY

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12:30 PM

Liturgical Ministers Newsletter

JANUARY—MARCH, 2010

336.778.0600 ext. 206

music@holyfamilylemmons.com

336.406.0571 Cell

Terry Hicks

Chair of Liturgy Commission

ALL MINISTERS

THANK YOU for your patience and grace as we've worked to accommodate changes in view of the H1N1 outbreak. Even as we were all finding our "new positions" and understanding protocols, every person's ministry reflected sincere and holy devotion to the Lord. I often stand amazed at the power of God among us reflected in gentle and humble servants like you. Got bless you and thanks.

A **MINISTER REGISTRATION FORM** is included in this newsletter, that asks for general contact information and parameters for times and situations in which you do or do not wish to serve. *It is also available for download from our website; see the Liturgy webpage.* Richard Kinney, our Business Manager is implementing a new software program to develop our comprehensive ministry schedule. **EVERY MINISTER NEEDS TO COMPLETE THE INFORMATION SHEET and return it to the Servers Room by JANUARY 10th.** Richard will begin putting information into the program that will build the next schedule. The registration form is included with the software; Richard has asked me to forward that to each current minister. Please complete it noting on there any special considerations that need to be made when scheduling your ministry times. It does ask some broad questions about when you are available to serve (i.e. 2:00 AM-11:49 AM). Please be assured, we are not planning to begin a 4 AM Mass. (The Music Director is not available to play at that time, either.) However, this will enable the scheduling software to build specialized lists of ministers who might be available should some unusual special situation develop. We especially need to know if we can contact you via email. Thank you for completing the sheet ASAP which will enable more time to exercise the program's capabilities. **As an incentive, all the names of all the ministers who complete the information sheet by Jan 10 will be put into a drawing for a gift certificate to a local restaurant.**

A PICTORIAL DIRECTORY OF LITURGICAL MINISTERS would enable the people who serve together to also know each other by name. Many times, those of us who have been here for years and years forget how difficult it is to remember everyone's name. We would like to create a directory that would list the ministers for each Mass time and for each ministry area. The ministers are a small church community. Often, in those few moments of ministry together, someone shares a need for prayer or support with the person who stands nearby. Certainly, being able to call each other by name makes our family bonds stronger. So, beginning January 9, we will set up a small picture station and ask for you, if you are willing, to allow us to get a quick snapshot so that we can pursue this goal. The first Mass to have 100% of their ministers pictured will enable their Mass Coordinators to be treated to dinner at a Local Restaurant. AS WELL, every minister who made that possible will be placed into a drawing for a gift certificate. Help us make our ministry one that is comprehensive to others and to each other.

**CALL US WHEN: (OFFICE OF MUSIC AND LITURGY 336-778-0600 ext 206
or write music@holyfamilylemmons.com)**

- any changes in your contact information;

-as soon as you realize a **schedule conflict** for future schedules ;

-when **you or members of your family have need of ministry.** We are a family. Unless you specify otherwise, your requests for prayer will be shared with the entire church staff. The staff shares parishioner's prayer concerns daily. We will pray for you and your needs.

Even when it's last minute, let us know you'll be absent? CALL A SUB... ASAP!!

If you **cannot locate a sub, notify your Mass Coordinators** and/or the Chair of your Liturgical Ministry

Clip your updated ministry list and place it near your phone so you can make these needed contacts without

any hassle. If you want additional copies, the schedules are on the church website, www.holyfamilylemmons.com

NOTES FROM CAROLE SCAGNELLI : CHAIR: MASS COORDINATORS AND ARIMETHEANS

Thank you every one for your fortitude and understanding of the changes that took place with Ministers of Holy Communion (Eucharistic Ministers) because of the H1N1 flu. I know it seemed as though there were numerous changes. The only change I am aware of in the future will be when the flu season is past and we go back to two species during mass. At some of the masses we now have new EM's and I know you will be patient and understanding in explaining to them where to stand and what the procedure is prior to and after Holy Communion. One other item is, please put my e-mail address and phone number where a family member can locate it, if for some reason you are called out of town or become ill. I will gladly substitute for you during that time. Thank you for your service to Our Lord and Holy Family.

NOTES FROM RON HOTH: CHAIR: OF MINISTERS OF HOLY COMMUNION

Effective January 1st, Ministers of the Sick and Homebound, will start wearing identity badges when requesting additional host(s) for their ministry while coming to communion. If they request additional hosts to be placed in their Pix, and are wearing their badge, please proceed to give them whatever number of hosts they request. If a request is made by someone **not wearing the identification badge**, kindly tell the person that he or she will have to see the priest AFTER mass for the additional host(s). A copy of the identification badge will be posted on the bulletin board in the sign –up room so that you are familiar with what it looks like.

- **Just a reminder:** While we are doing all host positions, please start moving to the sacristy during the sign of peace. Do not try and meet in the center of the church to bow together before proceeding to the sacristy to sanitize your hands. Just proceed to the ambo side of the altar, do an individual bow and proceed up the stairs. As soon as all ministers are finished sanitizing their hands, all should immediately proceed to their positions at the altar. Those who are scheduled host positions should cross behind father and lineup, as normal, allowing space for the organist and cantor. Those who are listed in the cup position (but of course are also doing the host), should line up at the altar, where they normally would in their “cup” position places. After communion is completed, and all ministers have again sanitized their hands, suggest that you file out together and meet in the center, bow together and return to your seats.

Thank you for your service and cooperation to enable things to run as smoothly as possible.

NOTES FROM RON SCHWARTZ: CHAIR: OF LECTORS

Ministers of the Word, be reminded that when you arrive to Mass to check the readings, check to see that the List of Intercessions is placed in the AMBO, and that the announcements are in the “lector chair.” If you don’t find either the Intercessions or Announcements, first ask the Mass Coordinator. IF that person is not available, go to Terry (or his assistant) who may be rehearsing in the Curlin Center or in the Music Room. These are all generated out of Terry’s office so Terry can get copies for you if the others have disappeared.

Remember to be down at front to ready to make announcements by five minutes prior to Mass. Go ahead and wait in the “Lector’s Chair” and Terry will cue you when to stand to the mic to make the announcements.