


## **Ministry Schedule Information**

- ◆ The ministry schedule is run in 2 month blocks
- ◆ A few weeks before each schedule is run, there will be an announcement in the bulletin and on the parish website ([www.stjohnparish.org](http://www.stjohnparish.org)) that lists a *deadline date* for ministers to submit the days they are *unavailable* for the upcoming schedule. The announcement will also list any Holy Days of Obligation or special Masses that will be included in the schedule. If you will be unavailable to serve on the Holy Days or at the special Masses listed, you need to request those days off by the deadline date.
  - Example: For the July/August 2008 schedule, there is a special Mass at 9 am on July 4<sup>th</sup>; if a minister is not available to serve that Mass, he/she is to submit a request off for that Mass by the deadline date
  - All unavailable dates, minister information, or changes in Mass preference times for upcoming schedules must be submitted by e-mail to [ministryschedule@stjohnparish.org](mailto:ministryschedule@stjohnparish.org), or *in writing* to the Parish Office to the attention of “Ministry Schedule” by the deadline date.
- ◆ You may choose to receive notice of your assigned ministry times by receiving a postcard, an e-mail, or by checking the website.
- ◆ Each schedule is posted on the website at least a week before the first of every month. Postcards are placed at the Coffee Bar for pickup usually two weeks in advance of the beginning of the new schedule. Any postcards not picked up are mailed. E-mails with ministry schedule assigned dates are sent 1 to 1 ½ weeks ahead of the beginning of the new schedule.
- ◆ Because of the high number of ministers that are scheduled within every schedule (over 600), ***each minister has the responsibility to find his/her own substitute if he/she is unable to serve an assigned ministry time.*** Rosters of EMHC’s, Lectors, Master of Ceremonies, Altar Servers, Greeters, Ushers, Sound System Ministers, Fellowship Ministers, and Child Care Ministers are available in the Parish Office and in the New Church Sacristy.
- ◆ If you have tried to find a sub, but are unable to, please call the Sacristy at 365-7685, ext. 240 to let our sacristans know you have attempted to find a sub, but are not able to and that you are not able to serve your scheduled assignment.

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◆ A few guidelines:

- Being on time is very important.
- Arrive at least 10 minutes before the start of liturgy.
- Sign the ministry book in the sacristy before the start of liturgy even if you are a substitute.
- Communicate reverence and dignity at all times in the performance of your service.
- Dress appropriately/modestly.
- Participate fully in all parts of the liturgy by singing, praying and listening attentively. You are a model to your fellow parishioners!