

# **Dear Lectors and Eucharistic Ministers for St. Patrick's Church**

**As Lectors and Eucharistic Ministers  
you have a number of important responsibilities:**

- 1. You are responsible to serve at your scheduled Mass.**
- 2. If you are not able to serve at your scheduled Mass, then it is your responsibility to find someone to fill in for you.**

**A list of the phone numbers and emails for all active Lectors and Minister will be in the parish office.**

**Your contact information will NOT be posted on the web site.**

**The list will also be sent by email.**

**NOTE: The assigned POSITIONS - SEE THE DIAGRAMS on the next page.**

- 3. Whenever you attend Mass, please be ready to assist the Priest.**
  - 4. Additional information related to Extraordinary Ministers is found in the Letter from Monsignor Camp.**
- Schedules are not mailed to your home.**
  - If you don't have email, then please pick up a copy of the schedule from the Parish office.**

**The next full schedule will cover June 24, 2018 to September 9, 2018**

**Please return your contact information sheet before June 3, 2018.**

**Please let me know the dates that you will not be able to serve.**

**Please alert me when you change your email address.**

**This schedule will only cover the first six weeks:**

**March 17, 2018 to May 6, 2018**

**Then the second six weeks:**

**May 12, 2018 to June 17, 2018**

**Best Regards, Alfred Vachris**

**Alfred Vachris - Email: [alfred.vachris@gmail.com](mailto:alfred.vachris@gmail.com)**

**Phone :(631) 673-4183**

**244 Southdown Road, Huntington NY 11743-1719**

December 14, 2017  
Dear Eucharistic Minister,

Thank you for your ministry to the Parish. It is greatly appreciated. Please find in this email a guide & produces to assist us all.

1. For those assisting in mass:
  - a. Arrive 10 minutes before Mass begins.
  - b. Come to the work sacristy, enter through the hallway door located on the Blessed Virgin Mary side of the Church. Please Do Not come through the sacristy door.
  - c. Sign in, this will allow the priests know how many ministers there are and how many priests have to go out to assist. If you don't sign in, we don't know you are here and additional priests will go out when not needed.
  - d. You Don't have to process in, you can sit with your family. At the Lamb of God Please come forwards to your place in the Sanctuary, (when entering the Sanctuary, please bow in reverence). After receiving Holy Communion, a Deacon or Priest will hand you a ciborium.
  - e. After you have distributed Holy Communion return to the Sanctuary, hand your ciborium to the Priest or Deacon at the High Altar. Do Not hand your ciborium to another Minister.
  - f. After you have returned your ciborium please go to the Ablution cup on the credence table and wash your finger. This is Not optional! You have been handed the Holy Eucharist and your fingers need to be rinsed of any particles of the host that may be on your fingers.

Again, Thank you for your Ministry.

My Best Wishes,

Msgr. Camp

## **Special note the Extraordinary Ministers:**

**As you can see – things have changed – there may be more than one Priest and one or more Deacons on the Altar to distribute Holy Communion.**

**So even if you have been assigned to serve – please see if you are needed to assist!**

**Thanks. Alfred**

## **Special note to the Lectors:**

**When you need me to find someone to cover your assignment**

**– PLEASE SEND a separate email with your request.**

**If you tack it on as a reply to some other email**

**– I may miss your request.**

**Thanks. Alfred**

## **Instruction for filling out the contact information sheet:**

**First** – Provide your current Name, Address and Phone number and a valid email address (if you have email).

Be sure to tell me when you change your email service!

**Second** - Determine the number of assignments would you like to have during the twelve week scheduling cycle. Most people choose 4 to 6. Include a note if you are available to take more assignments.

However, asking for more assignments will not necessarily give you more assignments, because the assignments are filled by a computer system. And the number of assignments that you receive is dependent upon the number of people who want to serve at a particular Mass. Signing up for different Mass times can potentially increase your number of assignments.

**If you want to increase your number of assignments  
add to your list of preferred Masses.**

**If you serve as both a Lector and a Eucharistic Minister, then you need to specify the number of assignments you would like to have for each ministry.**

**Third** – Select the Mass times that that you can cover. You should choose at least 3.

**Fourth** - Distribute the number of assignments that you would like to have over the list of Mass Times.

The scheduled applies to the following Mass Times:

Saturday-5:00 PM

Sunday-7:30 AM

Sunday-8:45 AM

Sunday-9:30 AM

Sunday-10:00 AM

Sunday-11:30AM

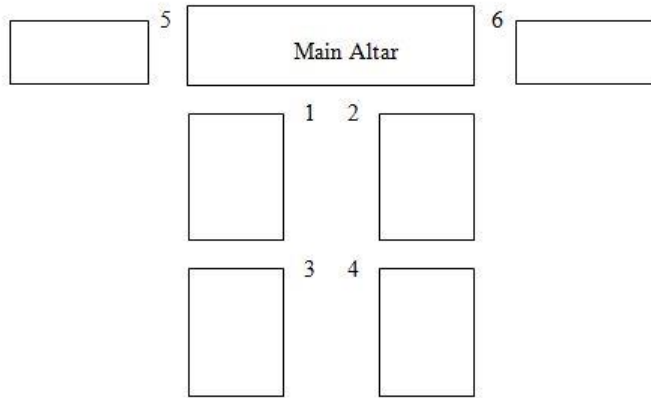
Sunday-12:45 PM

**Please consider signing up for the Sunday-12:45 PM Mass**

**For Mass in the upper Church - when five Ministers are not present then Stations 1, 2, 3 and 4 should be covered before Stations 5 and 6.**

**The 5:30 PM Mass assignments are scheduled by the Youth Ministry.**

### Positions for the Upper Church



### 9:30 Mass

