

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. You have to arrive 10 Minutes before your scheduled Mass time and sign the book that is located in the working sacristy.**
- 3. Don't sign the book if you are not assigned to the Mass.**
- 4. If you are not able to serve at your scheduled Mass, then it is your responsibility to find someone to fill in for you.**
- 5. Lectors: If you need someone to cover for you – send a direct email to me requesting coverage for a specific Mass Date and Time.
Do not send your request as a reply to another communication.**

A list of the phone numbers and emails for all active Lectors and Minister will be in the parish office. The list will also be sent by email.

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

- 6. Whenever you attend Mass, please be ready to assist the Priest.**
 - 7. Additional information related to Extraordinary Ministers is found in the Letter from Monsignor Camp. Please read his Letter!**
- 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 October 27, 2019 to January 12, 2020

Please return your contact information sheet before October 6, 2019.

Separate Requests will be made for Christmas and New Years Masses.

This schedule only covers August 4, 2019 to September 8, 2019.

Best Regards, Alfred Vachris

Alfred Vachris - Email: alfred.vachris@gmail.com Best way to reach me!

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 or request that you would like to serve more frequently.

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 Mass Times.

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-10:00 AM, Sunday-11:30 AM, and Sunday-12:45 PM

Please consider signing up for the Sunday-7:30 AM Mass

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

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