

## **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 some one to fill in for you.  
A list of the phone numbers for all active Lectors and Minister is included in this packet of scheduling information.**
- 3. You are responsible to initial a copy of the current weekly schedule that is posted in the cloak room at the back of the church.**
- 4. Lectors can initial the sign-in sheet that is posted in the Scarcity.**

**DO THIS BEFORE MASS – AND KEEP TO THE POSITION THAT YOU HAVE BEEN ASSIGNED.**

**IF YOU ARE FILLING IN – SIGN IN FOR THE MISSING PEOPLE AND TAKE THEIR ASSIGNED POSITIONS.**

**NOTE: There is a NEW NUMBERING OF POSITIONS.  
SEE THE DIAGRAM on the next page.**

- 5. Whenever you attend Mass, please be ready to assist the Priest.**
  - 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 schedule will cover October 17, 2010 to January 2, 2011.  
Please return your contact information sheet by September 19, 2010.**

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

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

**There will be a special Christmas schedule.**

**Best Regards, Al Vachris**

**Alfred Vachris - Email: [alfred.vachris@gmail.com](mailto:alfred.vachris@gmail.com) Phone :(631) 673-4183  
244 Southdown Road, Huntington NY 11743-1719**

**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).

**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 more Mass times can potentially increase your number of assignments.

**If you want to increase your number of assignments, then you should expand 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.

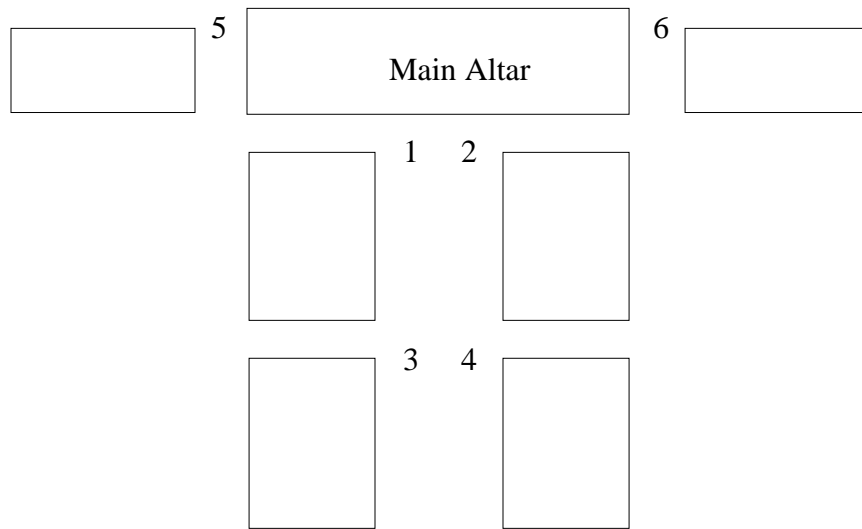
**Fourth** - Distribute the number of assignments that you would like to have over the list of Mass Times. (See the examples on the next page.)

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 help to add coverage for these Mass Times:  
Sunday-11:30 AM  
Sunday-12:45 PM**

**New Position Numbers**



## Contact Information

**Please return before September 19, 2010**

**Next Assignment dates are October 17, 2010 to January 2, 2011.**

Last Name			
First Name			
Street			
City, State, Zip			
Phone			
Email Address			
Has your address, phone number or email changed? Yes No			
Pick Up Schedule	Yes	No	
Schedule by Email	Yes	No	
Dates not available			
Number of Assignments	Lector	EM	
Saturday-5:00 PM			
Sunday-7:30 AM			
Sunday-8:45 AM			
Sunday-9:30 AM			
Sunday-10:00 AM			
Sunday-11:30 AM			
Sunday-12:45 PM			

Phone List Codes: - see next page

Codes	Ministry Codes	Found	In	the	Phone	List
EM	individual Eucharistic Minister					
LEC	individual Lector					
LEC_EM	Individual who is both Lector and EM					
EM_Couple	Couples who serve as Eucharistic Ministers					
LEC_EM_Couple	Couples who serve as Lector and Eucharistic Minister					