

## **Scheduling Information for New Ministers**

Dear Liturgical Minister,

Thank you very much for serving at our sacred liturgies. The ministry leader will notify me after the training to add you to the next ministry schedule. The following is important information about our scheduling process:

- Ministry schedules are posted on our website at [stjohnneumannsc.com](http://stjohnneumannsc.com) under “Resources” then “Liturgical Minister Schedules”. Every two months a schedule is created which includes two lists: one shows assignments **by Name of Minister** and the other **by Mass** and includes the **next deadline** to submit special requests. Special notifications may be found on this webpage as well.
- An e-mail notification is sent to you every two months when the next schedule is available to view/download on website, usually a few days after the deadline has passed.
- Ministers are **randomly** selected by a scheduling program based on their availability and preferences. This includes any special Masses (Holy Days).
- The scheduling program allows for a **variety of preferences** for ministers. If needed, notify me to add/delete a specific restriction, such as no special Mass, number of assignments per month, etc. We accommodate as much as possible within the limits of the program.
- Requests to be assigned for a **specific Holy Day/special Mass**, e.g. Christmas Eve 6:30 pm, are welcome but must be received prior to the applicable deadline and every year. Those assignments are not guaranteed and requesting a specific Mass will not automatically exclude you from the other Mass times, if not selected.
- You may send any date(s) **you are not available** for future schedules to me prior to each deadline. Provide start and end dates for extended absences instead of only weekend dates. This will exclude you for assignments for special liturgies, if any, during the same period. **Late notifications will not be considered.**
- You are responsible to **make your own arrangements for substitutes**, no need to notify the parish office as we will not update the schedule. Use the latest **contact listing** included with each schedule notification e-mail. To protect everyone’s privacy, contact listing is not available online so please save a copy until the next version is received.
- You encounter the living God at each Mass, so remember to wear **appropriate church attire**. Please arrive **20-30 minutes prior** to start of Mass.

We are very grateful to you for assisting our priests and deacon at Mass. If you have any questions, please do not hesitate to contact me at [sgoodman@sjnchurch.com](mailto:sgoodman@sjnchurch.com) or 788.3252, extension 318. May God bless you and your family.

Your servant in Christ,

*Silvia*

*Silvia Goodman*  
*Parish Administrative Assistant*