

St. Ann Catholic Church

Liturgy Ministry Team Registration

Application for (check those for which you want to be considered)

Sacristan

Extraordinary Minister

Lector

Altar Server

Usher

Last Name		First Name		Middle		Suffix	
Address							
City				State		Zip	
Email Address			Home Phone Number			Cell Phone Number	
Birthdate (Month/Date/Year)		Month/Year of Baptism		Mont/Year of First Communion		Month/Year of Confirmation	
Marital Status:				Is your marriage recognized by the Catholic church? Yes or No			
St. Ann Church Registration #		Have you served in this ministry in another parish?		If so, please list the church name(s) and diocese.			
		YES NO		_____ _____ _____			
Please use this space to write a brief paragraph as to why you feel called to this ministry.							
Which mass(s) do you frequent?							
Would you be interested in serving in these special masses:?							
Funerals: YES NO				Weddings: YES NO			
Signature _____						Date _____	
Office Use Only							
Action Taken:		Background Check:			VIRTUS Training:		
Date of Sacristan Training:		Date of EMHC Training:			Date of Lector Training:		
Pastoral Approval:		Notes:					

DESCRIPTIONS OF LITURGY MINISTRY TEAM POSITIONS

SACRISTAN DUTIES:

Sacristans assist the priests and other ministers in the immediate preparation for Mass. They also assist in special liturgies (funerals, prayer services, etc.) This preparation includes setting out vestments for the presiding priest, preparation of the bread and wine to be consecrated during Mass, and setting out the proper books and vessels. Sacristans also assure the sound system and wireless microphones are in working order. During Mass, they may fill in wherever needed (Reader, Extraordinary Minister of Holy Communion, etc.). After Mass, the sacristan returns all sacred vessels and articles to their proper places. This ministry is a very special and important part the Liturgy. Those called to this ministry must be able to spend about 30 minutes before Mass and 15 minutes after Mass in this service.

EXTRAORDINARY MINISTERS OF HOLY COMMUNION DUTIES:

Extraordinary Ministers of Holy Communion distribute the Body and Blood of Christ to the assembly at all Masses in the parish. In addition, EMHC's may be called upon to deliver the Body of Christ to the sick and homebound. It is also the ministry of witnessing to faith in the real presence of Christ in the action of sharing in the Eucharistic meal of Christ's sacrifice. The ministry of the Eucharist should, therefore, be treated with utmost dignity and reverence. All Extraordinary Ministers must be approved by the pastor. Training is required before the faculty to serve in this ministry is issued by the Bishop. This faculty is effective for a two-year period and may be renewed by the Bishop at the Pastor's recommendation.

LECTOR DUTIES:

For the Liturgy of the Word to be effective, all lectors are expected to be prepared for their ministry. Preparation should be spiritual, scriptural, and practical. Spiritual preparation involves prayer over the text and reflection on its message. Scriptural preparation involves understanding the text. Practical preparation involves mastering difficult words, learning the right pronunciations, and practicing the delivery of the text aloud, ideally in the presence of someone who is able to critique the delivery. Immediate preparation is also helpful of all lectors. A lector should also arrive in ample time before the liturgy, locating the readings in the Lectionary, positioning the microphone, making sure that the sound system is functioning properly, and he or she should pre-read the announcements and intercessions.

ALTAR SERVER DUTIES:

Altar servers enhance the quality of liturgical celebrations (Masses, funerals, weddings, prayer services, etc.) by assisting the priest in various ways during the Mass and by taking part in the processions. Participating as an altar server is a wonderful way to learn and understand the elements that compose the Mass. This ministry is available to boys who are in fourth grade and above. Training by the parish is required. If, after prayer and reflection, you feel called to this ministry, we invite you to apply for this ministry. After all, as Christians we are all "Christ Bearers."

USHER DUTIES:

Ushers are ministers of hospitality and play a key role in the living Body of Christ as one of the first contacts believers have with the assembly when they arrive for Mass. How ushers greet and welcome both newcomers and longtime parishioners makes a world of difference in how people prepare for the liturgy. Ushers help to seat parish members, take up the collection, help the communion procession flow, pass out the bulletins, ready the church for the next Mass, and handle emergencies. An usher must be a practicing Catholic of faith and prayer, have an enthusiasm for welcoming and greeting all people and who has the gifts of hospitality and service. Once trained as an Usher, one will be scheduled on a rotating basis to serve at the Mass that one has indicated.