

GUIDELINES AND GENERAL INFORMATION FOR MASS MINISTERS

Weekend Mass Guidelines

- Each of our weekend Masses is assigned a Mass Leader. Mass Leaders should plan to arrive about 30 minutes before Mass begins.
- When you are scheduled to serve, please arrive at least 15 to 20 minutes early and check in with your Mass Leader. The Mass Leaders need to have all positions filled 5 minutes prior to the start of Mass. Therefore, late arrivals will likely miss their serving opportunity.
- As a Mass Minister you are serving the Lord and so, appropriate dress is required. We recommend neat casual dress. Guidelines are as follows:

APPROPRIATE

FOR MEN: dress shoes, loafers, khakis, slacks, sweater/sweater vest, collared shirt, suit & tie, sport coat

FOR WOMEN: dress shoes/sandals, khakis, slacks, sweater, blouse, skirt, skirt/pant suit

INAPPROPRIATE

FOR MEN: sneakers, flip flops, winter boots, jeans, shorts, t-shirts, sweat/wind pants

FOR WOMEN: sneakers, flip flops, winter boots, spike heels, jeans, shorts, short skirts (anything more than 2" above the knee), tank tops, t-shirts, sweat/wind pants

NOTE: In order to prevent the spread of viruses & infection, if you are not feeling well, it is preferred that you do not serve. This is particularly important for Eucharistic Ministers, who come into contact with the largest number of people. If you are ill and require a substitute, please follow the guidelines outlined below. In addition, **EMs are asked to use the anti-bacterial hand sanitizer as they approach the altar.**

Ministry Schedule

Altar Servers, EMs, Lectors and Greeters are scheduled for our weekend and Holy Day Masses through a web-based software package. The scheduling process is as follows:

- Schedules are prepared 2 months at a time beginning in January.
- At the start of each schedule, ministers receive an email, requesting entry of their "Away Dates". These are any dates that they are NOT available to serve in the upcoming months. This email includes a link to our ministry database along with login information and instructions.
- Using these away dates, the schedule is completed and published. Ministers receive an email with the entire schedule attached, as well as a list of the dates that they are scheduled to serve. In addition, ministers also receive an email reminder the week before a scheduled assignment.

[Click Here](#) to log into the IC Ministry Database.

Guidelines for Requesting a Sub

If you are unable to serve as scheduled, we ask that you adhere to the following guidelines:

- First and foremost, if you are scheduled and cannot make it, please do one of the following:
 - a. Secure a replacement on your own (Contact Lists are provided by Mass and Ministry)
 - b. Notify the Parish Office (by 3PM on the Wednesday before)
 - c. Notify your Mass Leader (Mass Leader info is provide on Contact Lists)

NOTE: We understand that sometimes emergencies arise and you may not know that you cannot serve until the last minute. In these cases, it is VERY IMPORTANT that you at least notify your Mass Leader. "No Shows" always involve last minute scurrying, cause stress to those trying to fill the spots and can also cause a delay in the start of Mass. So we ask that you please be sure that you have a replacement or someone knows you will not be there.

- If you would like the Parish Office to secure a replacement for you, we need to be notified by 3PM the Wed. before. Please [email](#) or call the Parish Office at 603-888-0321. We are available during regular business hours (Mon. thru Thurs. from 9AM to 3:30PM).
- If you have a late request for a substitute (i.e., after 3PM on Wed.), and you are unable to secure a replacement, please notify your Mass Leader. Each Mass Leader has different preferences, so please ask him/her the best way to be contacted in these situations.
- And finally, the Parish Office maintains the minister's database. The Mass Leaders do not have access to the database or the information in it. So, any communication you send either by phone, through the database (i.e., swap request) or to the office email is only received during regular business hours (Mon. thru Thurs. from 9AM to 3:30PM).