



# John XXIII Liturgical Ministers Scheduling Information

Thank you for becoming a liturgical minister at John XXIII! Your time and talent is truly appreciated! Newly trained ministers don't always know how the scheduling is done at John XXIII so we've provided this information sheet as a resource for you.

Copies of the ministry schedule and other information for liturgical ministers are located on the table in the foyer next to the sacristy. One schedule is always used as a sign-in sheet for ministers that are serving that weekend. When you are scheduled to serve, please sign your initials next to your name so that we know you have fulfilled your commitment for that time slot.

New schedules are produced every two months—this allows new ministers to be added more quickly. The following is a list of the schedules for each calendar year:

Second week of January through February  
March through April  
May through June  
July through August  
September through October  
November through the first week in January

Announcements are made in the church bulletin when new schedules are ready. Generally, new schedules are released two to three weeks beforehand. Please take one schedule per family. A downloadable copy of the schedule is also posted on the church website ([www.johnxxiicc.org](http://www.johnxxiicc.org)). If you have changes for an upcoming schedule, please use the form located on the ministry table or email the ministry scheduler. Examples of "changes" are:

- Unavailable dates when you cannot serve (i.e. vacation)
- Phone number or address changes
- Changes to the Mass times you want to serve
- Notification that you can no longer serve
- Being added to or deleted from the substitute list

The deadline to provide changes or unavailable dates for the next ministry schedule is always listed on the first page of the current schedule. Please submit your changes by the deadline. Once the new schedule has been printed, changes cannot be made. Every effort is made to accommodate your wishes but current information is needed.

If you find that you are unable to serve in the slot you have been assigned, please get a substitute to fill in for you. There is a list of substitute ministers to contact in the ministry schedule. Also, if you happen to be at a Mass and recognize a need for help with a ministry, please volunteer your service.

At the present time, ministers are not automatically scheduled for Masses on Holy Days such as Christmas and Easter. There are sign-up sheets made available on the ministry table for ministers to volunteer. You are highly encouraged to help out if you can for these Masses.

If you have any questions or concerns, please do not hesitate to contact the ministry scheduler:

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