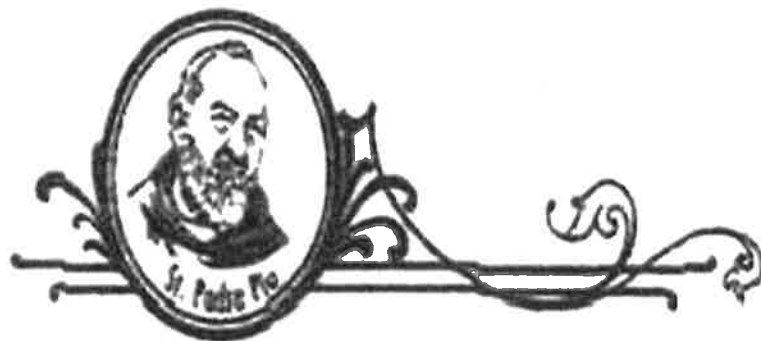


St Padre Pio Parish

Ministries Guide

Revised, September 2018



“Pray, Hope, Don’t Worry”, St Padre Pio



St. Padre Pio Parish

~ 56 Maple Ave. Oakfield, NY 14125 ~ www.padrepiony.org

August, 2018

To St. Padre Pio Ministers of the Faith:

Thank you for the service you have provided to our faith community. You are an important part in maintaining our vibrant parish. Attached is an updated set of guidelines for all of the ministries. Please view them carefully. Even if you have served for a long time there may be slight changes in the procedures that need to be followed.

Why changes in the procedures?

The most important reason is the need to assure the security of our collections and the safety of our parishioners. The Diocese has placed great emphasis on each parish developing these plans. In addition, our procedures have evolved through the years since our merger. Having consistent procedures allows us to focus on the liturgy of the Mass without distractions.

How were these guidelines developed?

The Liturgy Committee concluded that the procedures needed to be updated and made consistent at both sites. Parish Council was asked to support the process by providing a committee to review our various writings on the topics. The committee of Reg Barcomb, Barb Hendershott, Mindy Stempin, and Linda DeVito worked with Linda Giambrone, from the Liturgy Committee, to finalize these guidelines. I approved their final draft.

When and how will these guidelines be implemented?

Each person participating in any ministry will receive a complete set of the guidelines. They will be available in each sacristy in case of questions during masses. They will go into effect with the new ministry schedule beginning the weekend of September 22 - 23.

Who should I contact if I have questions?

People may call the office or direct inquiries to any committee member. I am always available to answer concerns or questions.

With gratitude for your service,



Fr. Thaddeus Bocianowski

Pastor

St. Padre Pio Parish

56 Maple Ave.

Oakfield NY 14125

585-948-5344, Office

Extraordinary Ministers of Holy Communion

Extraordinary Ministers of Holy Communion (Eucharist Ministers) assist the Priest and Deacon in distributing Holy Communion during Masses. Ministers are responsible for preparing sacred vessels and items before and after Mass.

Requirements:

- Must be confirmed.
- Must attend the training/workshop for Extraordinary Ministers.
- Must present the training certificate to the parish office.

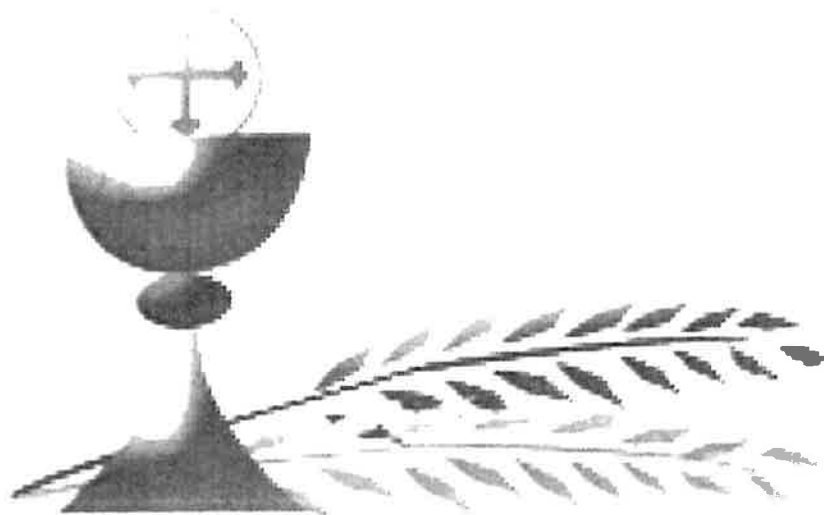
When serving:

- Dress respectfully, and wear a Cross pendant for ministers (located in sacristy in Elba and at the back of church in Oakfield).
- Arrive 15-20 minutes before Mass:
 - The tabernacle-check how full the ciborium and leave the key in the tabernacle.
 - Unconsecrated hosts- Place medium host in paten and enough small hosts to supplement what is in the tabernacle. Place these at the back of the church on the gifts table.
 - Unconsecrated wine- Make sure there is enough wine in the cruet and take it to the gifts table with the unconsecrated hosts.
 - Sacred Vessels- Place Priest's chalice and communion chalice (1 at Elba, 2 at Oakfield) on credence table, along with water cruet. Make sure all chalices have purificators. Place small ciborium/pyx for choir on credence table.
- For procession:
 - Meet in sacristy (Elba) or at the back of the church (Oakfield).
 - Follow immediately behind the altar server. If no altar server is present, Eucharistic Ministers lead the procession.
- For Communion:
 - Come forward when the *Lamb of God* starts.
 - After distributing Communion:
 - Blood of Christ- consume remaining Blood and place on the credence table with the purificator (If you cannot consume the Blood of Christ, give to Priest).
 - Body of Christ- return ciborium/paten to Priest
 - All ministers return to the front of the altar, bow and return to pew.

- After Mass:
 - Purify chalice (Elba).
 - Wash chalices, paten, ciborium and return to storage places.
 - Return wine and water cruets to sacristy; fill water cruet if needed.
 - Return tabernacle key to drawer/cabinet.
 - Place used purificators in laundry receptacle located in the vestment closet.
 - Turn off lights and make sure door is closed and locked.

- If you see there is a need for replenishment of any items in either Elba or Oakfield, please let the office know.
- If you are unable to serve at your scheduled time on a particular weekend, please arrange for another minister to be your replacement.

If you are able and willing in any capacity to volunteer to assist at funeral Masses during the week or on a Saturday, please contact the office for further details.



MINISTERS OF HOSPITALITY-(USHERS) ELBA SITE

Ushers and Greeters are called to be Ministers of Hospitality. They are entrusted with promoting a sense of welcoming and belonging to all the faithful assembled for worship. They are the first point of contact for the communal celebration of the Liturgy and because of this, should take special steps in being living representatives of the Parish Mission Statement. Realizing that there are risks for a minor child's presence and participation in the Usher process, it's incumbent upon the Parish that Ushers be at least eighteen (18) years of age.

- Dress appropriately and arrive 30 minutes before Mass.
- Assist visitors to locate the mailboxes, restrooms, etc. Assist with emergency procedures as needed. Incident Reports should be completed and filed with the Parish Office detailing any type of accident or health emergency which might occur before, during or after Mass.
- Check to see that the collection baskets, with the long handles, as well as the small collection basket and tamper evident collection bag are at the rear of the church.
- Before Mass, ushers should be aware of who is entering the church.
- During the Mass, ushers should be seated at the rear of the church to help with seating, when necessary, and be aware of any incidents that may occur and assist with emergencies.
- The sacristy door leading into/out of the community room at the Elba site should be locked during the Mass.
- The tamper evident collection bag is to be filled with the envelopes and monies collected at each Mass and sealed with the strip attached to the front of the bag so that both numbers are showing. A sample is attached. This is a diocesan rule/regulation as given to St. Padre Pio parish staff by the auditors. Both ushers are to sign and date the tamper evident collection bag and attached strip after Mass.
- Both ushers take up the collection after the Prayers of the Faithful, processing down the aisle and bowing together as they approach the altar; then collecting from the front to the back of the church.
- Transfer the collection to the tamper evident collection bag, located on the table at the back of the church, and seal the bag. Cover the bag and basket with the cloth. An altar server carrying the cross will come back and lead the gift bearers and the ushers to the altar.
- Make certain that the gift bearers bring forth all the gifts present on the gift table.
-

- After the Priest receives the gifts, step aside so the gift bearers can return to their seats. Place the basket containing the offertory collection in front of the altar, bow and return to your seats.
- Second collection, when scheduled, will be taken up after Holy Communion just prior to the final announcements. The regular procedure of placing the monies in a tamper evident collection bag (**marked second collection**) is to be followed. The collection bag will be brought directly to the Sacristy along with the regular collection.
- At the end of Mass, both ushers proceed with the collection basket to the Sacristy.
- The sealed tamper evident collection bag(s) must be signed and dated.
- Record the bag number, date and Mass time on the collection bag log sheet.
- Wait for the Priest to return to the Sacristy.

Note: One of the ushers assigned should be parking his/her vehicle at the back entrance in front of or behind the Priest's vehicle. When the Priest is ready to leave with the tamper evident collection bag(s), the usher escorts the Priest to his vehicle and waits until he leaves the premises.

- All Ushers are required to have a fraud policy and fraud response plan sign-off in the Parish office.
- **If you are unable to serve at your scheduled time on a particular weekend, please arrange for another minister to be your replacement.**

Please note: *If you are able and willing in any capacity to volunteer to assist at funeral Masses during the week or on a Saturday, please contact the Parish Office for further details.*



MINISTERS OF HOSPITALITY-(USHERS) OAKFIELD SITE

Ushers and Greeters are called to be Ministers of Hospitality. They are entrusted with promoting a sense of welcoming and belonging to all the faithful assembled for worship. They are the first point of contact for the communal celebration of the Liturgy and because of this, should take special steps in being living representatives of the Parish Mission Statement. Realizing that there are risks for a minor child's presence and participation in the Usher process, it's incumbent upon the Parish that Ushers be at least eighteen (18) years of age.

- Dress appropriately and arrive 30 minutes before Mass.
- Please refer to the posted Mass intention and Ministry schedule for any additional pertinent notes.
- Assist visitors to locate the office mailbox, restrooms, etc. Assist with emergency procedures as needed. Incident Reports should be completed and filed with the Parish Office detailing any type of accident or health emergency which might occur before, during or after Mass.
- Before Mass, ushers should be aware of who is entering the church.
- During the Mass, ushers should be seated at the rear of the church to help with seating, when necessary, and be aware of any incidents that may occur and assist with emergencies.
- The first usher is stationed at the elevator to assist those in need. Elevator is returned to the second floor after each use, but left on the top floor when Mass begins.
- The second usher remains at the back of the church to assist with seating when church is crowded and to assure that attendees are not seated in the choir loft. This is a safety issue because of weight limits.
- Both ushers take up the collection during Mass after the Prayers of the Faithful. Baskets are stored at the rear of the church. Begin with the center aisle, collecting from the rear to the front, bowing together as you reach the front. Continue across the front and down the outside aisles.
- The tamper evident collection bag is to be filled with the envelopes and monies collected at each Mass and sealed with the strip attached to the front of the bag so that both numbers are showing. A sample is attached. This is a diocesan rule/regulation as given to St. Padre Pio staff by the auditors. Both ushers are to sign and date the tamper evident collection bag and attached strip after Mass. Cover the basket with the cloth and line up behind the gift bearers. An altar server carrying the cross will come back and lead the gift bearers and ushers to the altar.
- Make certain that the gift bearers bring forth all the gifts present on the gift table.
-

- After the Priest receives the gifts, step aside so the gift bearers can return to their seats. Place the basket containing the sealed tamper evident collection bag in front of the altar, bow and return to your seats.
- Second collection, when scheduled, will be taken up after Holy Communion just prior to the final announcements. The regular procedure of placing the monies in a tamper evident collection bag (**marked second collection**) is to be followed. The collection bag will be brought directly to the safe along with the regular collection.
- During the final announcements one usher on each outside aisle proceeds to the front and waits until the altar servers and the Priest come to the front of the altar. At this point, proceed to the center aisle picking up the collection basket. Both ushers process out after the altar servers, before the Priest.
- Proceed directly to the safe.
- The sealed tamper evident collection bag(s) must be signed and dated.
- Record the bag number, date, and Mass time on the collection bag log sheet.
- Place the sealed tamper evident collection bag(s) in the drop safe.
- All Ushers are required to have a fraud policy and fraud response plan sign-off in the Parish office.
- **If you are unable to serve at your scheduled time on a particular weekend, please arrange for another minister to be your replacement.**

***PLEASE NOTE:** If you are able and willing in any capacity to volunteer to assist at funeral Masses during the week or on a Saturday, please contact the Parish Office for further details.*

Welcome!

SECUR-PAK SECUR-PAK SECUR-PAK SECUR-PAK SECUR-PAK SECUR-PAK SECUR-PAK SECUR-PAK SECUR-PAK SECUR-PAK
 VAD-RUCES VAD-RUCES VAD-RUCES VAD-RUCES VAD-RUCES VAD-RUCES VAD-RUCES VAD-RUCES VAD-RUCES VAD-RUCES

D 2775971

DATE: _____ AMOUNT: \$ _____



D 2775971

TO USE:

1. In **BALL POINT PEN**, complete write-in area **BELOW**.
2. Indicate **BAG NUMBER** on **DEPOSIT TICKET**.
3. Place **DEPOSIT CONTENTS** plus a **COPY** of the **DEPOSIT SLIP** inside bag.
4. Remove **PAPER STRIP** from adhesive area **ABOVE**.
5. After paper strip is removed **FOLD FLAP DOWN** to **SEAL BAG**. **DO NOT COVER NUMBER**. **BAG is now SECURED**.
6. **NUMBERED PAPER STRIP** is your **RECEIPT**. **RETAIN** with your records.

CAUTION: ANY ATTEMPT TO REOPEN THIS BAG WILL RESULT IN EVIDENCE OF TAMPERING.

Ministry of the Word (Lectors)

When the Sacred Scriptures are read in the Church, God speaks to His people. Therefore, the lector must understand the importance of the word and be fully prepared to proclaim it. Except for children's masses, lectors must be at least 18 years of age.

- **Preparation:** The readings should be reviewed several times prior to the Mass. Missals may be taken home and used for practice. Lector handbooks are available in the office. Readings are available online at usccb.org. Sometimes there are different options; any questions should be directed to the office.
- **Arrival:** Lectors should arrive 15 – 20 minutes before Mass. This provides time to assure the Lectionary is open to the correct page, to review the Prayers of the Faithful (if Deacon is not present), and place the Gospel stand on the altar. Dress should be appropriate, so as not to distract from the readings. The Book of the Gospels is taken to the back of the church in Oakfield and to the sacristy in Elba.
- **Procession:** The lector carries the Book of the Gospels, elevated, and follows the Eucharistic Ministers. When the procession reaches the altar, the altar servers take their places, the Eucharistic Ministers bow and take their seats, and the lector places the book in the stand on the altar. The Lector returns to the front of the altar and bows with the Priest.
- **Readings:** The lector is responsible for both readings. After the second reading, remove the Lectionary from the ambo and place it on the shelf in the ambo (Elba), or on the small table or piano under the Joseph/Mary statues (Oakfield). If there is no cantor and Deacon is not serving, the lector will be required to read the Psalm.
- **Approaching the Altar:** When you approach the altar to proclaim the Word, bow and proceed to the ambo. After the second reading or after the Prayers of the Faithful, bow at the foot of the altar and return to your seat. When you have the Book of the Gospels in your hands, do not bow.
- **Timing:** The lector should be near the front of the church when it is time for the readings. As the congregation is being seated, the lector should be approaching the ambo. If reading the Prayers of the Faithful, when Deacon is absent, the lector should be at the ambo as the Creed is finishing. The Priest then offers a prayer before the intercessions. After the intercessions, wait until the Priest completes the prayer, then take your seat.

All ministers are asked to find a replacement if unable to serve on scheduled days.

If you are able and willing in any capacity to volunteer to assist at funeral Masses during the week or on a Saturday, please contact the office for further details.

PRONUNCIATION GUIDE

Aaron àr"-*n
 Abba ab"-a, a-ba"
 Abel Meholah a"-b*| mi-hò"-la
 Abiathar a-bi"-a-thêr
 Abijah a-bi"-ja
 Abilene a-bi-le"-ne
 Abishai a-bi"-shî, a-bi"-sha-i
 Abiud a-bi"-*d
 Abner ab"-nêr
 Abraham a"-bra-ham
 Abram a"-bram
 Achaia a-kî"-ya, a-ka"-ya
 Achim a"-kim
 Advocate ad"-vø-kat
 Ahaz a"-haz
 Aloes a"-løz
 Alpha aî"-fa
 Alphaeus al-fe"-us
 Amalek am"-a-lek
 Amalekites a-mal"-e-kîtz
 Amaziah a-ma-zî"-a
 Amminadab a-min"-a-dab
 Ammonites a"-mø-nîtz
 Amon a"-mon
 Amorites a"-mør-îtz
 Amos a"-mos
 Amoz a"-moz
 Anna a"-na
 Annas a"-nas
 Antioch an"-te-ok
 Apollos a-pol"-os
 Arabah âr"-a-ba
 Aramaean âr"-a-me"-an
 Archelaus âr-ke-la"-us
 Arimathaea âr-i-ma-the"-a
 Asa a"-sa
 Asher a"-shêr
 Aitalia a-ta-lî"-a
 Azariah a-za-rî"-a
 Azor a"-zør

Baal-shalishah ba"-al-sha"-lî-sha,
 bai" ...

Babel ba"-b*|
 Babylon ba"-bi-lon
 Barabbas bâr-ab"-as
 Bamabas bâ"-na-bas
 Barsabbas bâr-sa"-bas
 Bartholomew bâr-thoi"-om-yu
 Bartimaeus bâr-ti-me"-us
 Baruch bâr"-uk
 Beelzebul be-el"-za-b*|
 Bethany beth"-a-ne
 Bethel beth"-el
 Bethlehem beth"-le-hem
 Bethphage beth"-fa-je
 Bethsaida beth-sa"-i-da
 Boaz bø"-az

Caesarea sez-a-re"-a
 Caiaphas kî"-ya-fas, ka"-a-fas
 Cana ka"-na
 Canaan ka"-nan
 Canaanite ka"-na-nîit
 Capernaum k*-pêr"-na-um
 Cappadocia ka-pa-dø"-sha
 Carmel kâr-mel"
 Cephas se"-fas
 Chaldaeans kal-de"-anz
 Chloe klø"-e
 Chronicles kron"-i-k*|z
 Chuza ku"-za
 Cilicia si-lis"-ya, si-lîsh"-a
 Cleopas kle"-ø-pas
 Clopas klø"-pas
 Colossians ko-losh"-anz
 Corinth kør"-inth
 Corinthians kør-in"-the-anz
 Cornelius kør-nel"-yus
 Cretans kre"-tans
 Cushite k*sh"-îit
 Cyrene si-re"-ne
 Cyrus sî"-rus

darnel dâr"-nel
 Damascus da-mas"-kus
 Decapolis di-ca"-po-lis
 denarius, -rii de-nâr"-e-us,
 de-nâr"-e-e

Deuteronomy dyu-têr-on"-o-me
 drachmas drak"-maz

Ebed-melech e-bed-mel"-ek
 Ecclesiastes e-kle-ze-as"-tez
 Elamites el"-a-mîtz
 Eldad el"-dad
 Eleazar el-e-a"-zêr
 Eli e"-lî
 Eli, Eli, lama a"-le, a"-le, la"-ma
 sa-bak-ta"-ne
 Eliab e-lî"-ab
 Eliakim e-lî"-a-kim
 Elijah e-lî"-ja
 Elisha e-lî"-sha
 Eliud e-lî"-ud
 Eloi, Eloi, lama a"-loy, a"-loy, la"-ma
 sa-bak-ta"-ne

Emmanuel e-man"-yu-el
 Emmaus e-ma"-us
 Ephah e"-fa
 Ephesians e-fe"-zhanz
 Ephphatha ef"-a-tha
 Ephraim e"-fra-im, ef"-r*m
 Ephrata e"-fra-ta
 Ephrathah e"-fra-tha, -ta
 Ephrates yu-fra"-têz
 Euphrates e-zek"-e-el

Ezra ez"-ra

Gabbatha ga"-ba-tha
 Galatia ga-la"-sha
 Galatians ga-la"-shanz
 Galilean(s) ga-li-le"-an(z)
 Galilee ga"-li-le
 Gehazi ge-ha"-ze, ge-ha"-zi
 Gennesaret ge-nes"-a-ret
 Gethsemane geth-sem"-a-ne
 Gibeon gi"-be-an
 Gilgal gil"-gal
 Golgotha gol"-ga-tha
 Gomorrah ge-mør"-a

Habakkuk hab"-a-kuk,
 ha-bak"-uk
 Hadad-rimmon ha"-dad-rim"-on
 Hades ha"-dez
 Hebron he"-bron
 Hellenists hel"-*n-ists
 Herodians he-ro"-de-anz
 Hezekiah he-ze-kî"-a
 Hezron hez"-ron
 Hilkiah hil-kî"-a
 Hittite hit"-îit
 Horeb hø"-reb
 Hosea hø-za"-a, hø-ze"-a
 Hur hûr

Iconium i-ko"-ne-um
 Immanuel i-man"-yu-el
 Isaac i"-zak
 Isaiah i-za"-a
 Iscariot is-kâr"-e-ot
 Israel iz"-ra-el, iz"-re-el
 Israelites iz"-re"-îit-z"
 Ituraea i-tu-re"-a

Jairus jî"-rus
 Javan ja"-van
 Jechoniah jek-ø-nî"-a
 Jehoshaphat je-hosh"-a-fat,
 je-hos"-a-fat
 Jeremiah jâr-a-mî"-a
 Jericho jâr"-i-ko
 Jerusalem je-ru"-sa-lem
 Jesse jes"-e
 Jethro jeth"-ro
 Joanna jo-an"-a
 Job jòb
 Joel jo"-*|
 Jonah jøn"-na
 Jonquil jon"-kwil
 Joram jôr"-am
 Joses jo"-ses
 Joset jøs"-et
 Joshua josh"-yu-a
 Josiah jøs"-a

Jotham	jə"tham	Nun	nun	Shechem	she"-kem, shek"-am
Judah	ju"da	Obed	ə"bed	Sheol	she"-əi
Judaism	ju"de-izm	Omega	ə"me-gə, ə-me"-gə	Shinar	shi"-nar
Judas (Iscaiot)	ju"das (is-kàr"-e-ot)	Onesimus	o-nes"-i-mus	Shunem	shu"-nem
Judea, Judaea	ju-de"-a	Ophir	ə"-fer	Shunammite	shu"-na-mi"-tes
Justus	jus"-tus			Sidon	si"-d"n
				Sidonian	si-də"-ne-an
Kedron	ked"-ron	Pamphylia	pam-fi"-le-a	Silas	si"-las
		Parthenas	pâr"-me-nas	Siloam	si-lə"-am, si-lə"-am
Lazarus	la"-za-rus	Parthians	pâr"-the-anz	Silvanus	sil-va"-nus
Lebanon	leb"-a-non	Patmos	pat"-mos, pat"-mōs	Simeon	sim"-e-*n
Levi	le"-vi	Perez	pêr"-ez	Sinai	si"-ni
Levite(s)	le"-vit(z)	Perga	pêr"-gə	Sion	si"-*n, zii"-*n
Leviticus	le-vit"-i-cus	Persia	pêr"-zha	Sirach	si"-rak
Libya	lib"-e-a	Pharuel	fâr"-yue-l	Sodom	sod"-*m
Lud	lud	Pharaoh	fâr"-ə	Solomon	sol"-o-m*n
Lysanius	li-sa"-ne-us	Pharisees	fâr"-i-sez	Sosthenes	sos"-the-nez
Lystra	lis"-tra	Philemon	fi"-li-mon	Sovereignty, -ties	sov"-rin-te(z)
		Philippi	fi-lip"-i	Susanna	sū-za"-na
Maccabees	mac"-a-bez	Philippians	fi-lip"-e-anz	Sychar	si"-kâr
Macedonia	ma-sa-də"-ne-a	Phrygia	fri"-je-a	Syria	se"-re-a
Magdala	mag"-da-la	phylacteries	fi-lak"-t*-rez	Syrian	se"-re-an
Magdalene	mag"-da-l*n	Pisidia	pi-si"-de-a		
Malachi	mal"-a-ki	Pontius Pilate	pon"-shus pi"-l* ^t	Talitha kum	ta-li"-tha kum
Malchiah	mal-kî"-a	Pontus	pon"-tus	Tamar	ta"-mâr
Malchus	mal"-kus	Portico	pôr"-ti-kə	Tarshish	târ"-shish
Mamre	mam"-re	Praetorium	pre-tôr"-e-um	Tarsus	târ"-sus
Manasseh	ma-nas"-e	Prochorus	pro-kôr"-us, pro"-ko-rus	tetrarch	tet"-rârk
manna	ma"-na	proselytes	pro"-sa-lit-z	Thaddaeus	tha"-de-us, tha-de"-us
Massah	mas"-a	Put	put	Theophilus	the-of"-i-lus
Matthat	math"-at			Thessalonians	thes"-a-lə"-ne-anz
Matthew	math"-yū	Qoheleth	kə-hei"-eth	Thessalonika	thes"-a-lə"-ne-ka
Matthias	ma-thi"-as	Quirinius	kwi-rin"-e-us	Tiberias	tî-be"-re-as
Medad	me"-dad			Tiberius Caesar	tî-be"-re-us se"-zêr
Medes	medz			Timaeus	ti-me"-us
Megiddo	me-gid"-ə	Rabbuni	ra-bu"-ne	Timon	tî"mon
Melchizedek	mel-kiz"-e-dek	Rehab	ra"-hab	Titus	tî"-tus
Meribah	mêr"-i-ba	Ram	ram	Trachonitis	tra"-kə-ni"-tus
Mesopotamia	me"-sə-pə-ta"-me-a	Rehoboam	re-o-bə"-am	Tubal	tu"-bal
Micah	mî"-ka	Rephidim	ref"-i-dim	Tyre	tîr
Midian	mid"-e-an	Rosh	rəsh, rosh		
Moriah	mə-rî"-a	Rufus	ru"-fus	Ur	ûr
Moshech	mə"-shek			Uriah	yū-rî"-a
myrrh	mûr	Sabaoth	sa"-ba-ə ^t , sa"-ba-ə th	Uzziah	*-zî"-a
		Sadducees	sad"-ju-sez		
Naaman	na"-a-man	Salem	sa"-lem	wadi	wa"-de
Nahshon	na"-shon	Salmon	sal"-mon		
Nain	na"-in	Salome	sa-lə"-me	Zacchaeus	za-ke"-us
Naphtali	naf"-ta-li	Samaria	sa-mâr"-e-a	Zadok	za"-dok
Nathan	na"-than	Samaritan(s)	sa-mâr"-i-tan(z)	Zarephath	zâr"-a-fat
Nathanael	na-than"-y* ⁱ	Sanhedrin	san"-hi-drin, san-he"-drin	Zealot	zel"-*t
Nazara	na"-za-ra			Zebedee	zeb"-i-de
Nazarene	na"-za-ren	Saul	sol	Zebulun	zeb"-yū-lon
Nazareth	na"-za-reth	Scythian	sith"-e-an	Zechariah	zek"-a-rî"-a
Nebuchadnezzar	neb"-yū-kad-nez"-êr	Seba	se"-ba	Zedekiah	zed"-a-kî"-a
Nehemiah	ne-he-mî"-a	Shaphat	sha"-fat	Zephaniah	ze"-a-nî"-a
Nicanor	ni-ka"-nôr	Sharon	shâr"-*n	Zerah	ze"-ra
Nicodemus	ni-kə-de"-mus	Shealtiel	she-al"-te-el	Zarubbabel	ze-ru"-ba-bel
Nicolaus	ni-kə-lä"-us	Sheba	she"-ba	Zion	zî"-*n
Nineveh	ni"-ne-v*	Shebna	sheb"-na	Ziph	zif

Key:

Accented syllable is marked by "

fat	evil	bite	hope	jute
fat	bet	bit	hop	but
târ	hêr	ifr	ôr	tûm
alas	wanted	easily	book	pull
*las	want*d	eas*ly	b*k	p*ll
shâre			cow	
extra			boy	

MINISTERS OF HOSPITALITY (GREETERS)-ELBA SITE

Ushers and Greeters are called to be Ministers of Hospitality. They are entrusted with promoting a sense of welcoming and belonging to all the faithful assembled for worship. They are the first point of contact for the communal celebration of the Liturgy and because of this, should take special steps in being living representatives of the Parish Mission Statement. Children, of varying ages are encouraged to participate as Greeters.

- Dress appropriately and arrive 30 minutes before Mass.
- Assist visitors to locate the mailboxes, restrooms, etc. Assist with emergency procedures as needed. Incident Reports should be completed and filed with the Parish Office detailing any type of accident or health emergency, which might occur before, during or after Mass.
- Check to see that the collection baskets with the long handles and the small collection basket are at the rear of the church.
- Verify that the gifts are on the table at the rear of the church.
- If there is no scheduled greeter, one of the ushers serves as a greeter (before Mass) and the second usher assists with seating when the church is crowded.
- The greeter opens the front door and welcomes people as they arrive for Mass.
- **OBTAIN INDIVIDUALS TO BRING THE GIFTS TO THE ALTAR** (usually people who have requested the Mass). The Mass intention is listed in the back of the Prayer of the Faithful Book, located in the back of the church. Be sure to remind the gift bearers to make their way to the back of the church during the collection process.
- After Mass, the scheduled greeter or another designated individual distributes bulletins. The Western New York Catholic newspaper may also need to be distributed. Direct people to sign-up sheets.
- **If you are unable to serve at your scheduled time on a particular weekend, please arrange for another minister to be your replacement.**

***PLEASE NOTE:** If you are able and willing in any capacity to volunteer to assist at funeral Masses during the week or on a Saturday, please contact the Parish Office for further details.*

MINISTERS OF HOSPITALITY (GREETERS)-OAKFIELD SITE

Ushers and Greeters are called to be Ministers of Hospitality. They are entrusted with promoting a sense of welcoming and belonging to all the faithful assembled for worship. They are the first point of contact for the communal celebration of the Liturgy and because of this, should take special steps in being living representatives of the Parish Mission Statement. Children, of varying ages, are encouraged to participate as Greeters.

- Dress appropriately and arrive 30 minutes before Mass.
- Assist visitors to locate the mailboxes, restrooms, etc. Assist with emergency procedures as needed. Incident Reports should be completed and filed with the Parish Office detailing any type of accident or health emergency, which might occur before, during or after Mass.
- Move the bookrack from church to the landing. Be sure to set the brakes. Check to see if there are programs or other items to pass out before Mass.
- The first greeter opens the front door for attendees, welcoming them as they arrive for Mass. The second greeter stands on the landing and opens the door to the church. **DOORS SHOULD NOT BE PROPPED OPEN, because of noise, heat or air conditioning considerations.**
- **OBTAIN INDIVIDUALS TO BRING THE GIFTS TO THE ALTAR** (usually people who have requested the Mass). The Mass intention is listed in the back of the Prayer of the Faithful book, located in the back of church. Be sure the gift bearers know to wait; an altar server will come back to lead them to the altar.
- Distribute bulletins **after** Mass. The Western New York Catholic newspaper may also need to be distributed.
- Direct people to sign-up sheets.
- Replace bookrack in church.
- **If you are unable to serve at your scheduled time on a particular weekend, please arrange for another minister to be your replacement.**

***PLEASE NOTE:** If you are able and willing in any capacity to volunteer to assist at funeral Masses during the week or on a Saturday, please contact the Parish Office for further details.*