



Catholic Church of Jennings County Liturgical Minister Schedule December 2/3, 2017 -February 24/25, 2018 Ministry Letter

For All Liturgical Ministers

- If you know in advance that you are unable to make your scheduled ministry, please find a substitute. It is your responsibility to find a substitute.
- Beginning with the March-May 2018 Schedule, schedules will be emailed to liturgical ministers. Please make sure your email listed in this letter is correct. If it is incorrect, please provide your current email. If you do not have an email, smaller quantities of upcoming schedules will be available in the churches.
- *Changes to your mass preferences or ministry for the March - May 2018 schedule are due no later than **February 2nd, 2018***
- Since Christmas is on a Monday this year, the Fourth Sunday of Advent and Christmas Mass Schedule are slightly different. *Please note the 12/24 7:30am mass is not a Christmas liturgy. **Mass for the Fourth Sunday of Advent does NOT count as your Christmas Obligation and the Christmas Liturgies do NOT count towards your Fourth Sunday of Advent Obligation***
 - Fourth Sunday of Advent Schedule
 - Saturday, 12/23/17 4:00pm @ St. Mary's and 6:00pm @ St. Ann's
 - Sunday, 12/24/17 7:30am @ St. Joseph's
 - Christmas Schedule
 - Sunday, 12/24/17 5:00pm in St. Mary's Gym, 9:00pm @ St. Ann's, and Midnight Mass @ St. Mary's
 - Monday, 12/25/17 8:30am @ St. Joseph's
- The current Liturgical Minister Schedule will be on the church website <http://www.ccjc3.org/>

- **Please arrive at least 15 minutes before your scheduled mass and check off your name on the schedule in the back of Church.**
- **Attire:** Because the Holy Mass is the most important thing that we can do with our week, it is very important that we show that by the way we dress. If you are scheduled to serve as a Liturgical Minister, please dress accordingly. **This means no jeans, no t-shirts, no shorts of any kind, no sneakers/gym shoes or flip flops.** Necklines should also be modest and skirt/dress length should be no more than 2 inches above the knees.

**What if someone does not show for their scheduled ministry, can someone who is not dressed appropriately sub for them?*

This will not really be a problem, if we always “offer our best” when we come to Mass. A useful suggestion: If you are a Liturgical minister, come to church always prepared to serve if necessary.

- For any questions, changes to mass preferences or ministry, or if you know anyone who would be interested in becoming a Liturgical Minister contact Courtney Seiwert at 812-346-3604 or courtneyseiwert@gmail.com

ALL ALTAR SERVERS: Please serve at the Mass you attend, and **check before mass starts if there is a need for you to serve at that mass.**

READERS

- Please be attentive that the Lectionary begins Year B with the First Sunday of Advent.
- Practice the readings ahead of time. Speak clearly when proclaiming the Word; do not rush or speak softly. You can find the Sunday readings at <http://www.usccb.org/bible/readings>
- Notes for the Petitions:
 - Move to the Lectern during the words “**I believe in one, holy, catholic and apostolic Church.**”
 - When you approach the altar, at the steps of the Sanctuary, **bow**, and then move up to the lectern.

- ***Do not walk up the sides of the sanctuary steps.** If you come up a side aisle, approach the center of the Sanctuary before bowing.

*Unless you need to use the railings at the sides of the sanctuary

EMHC

- Please be aware that some of the Altar Boys are scheduled as Extraordinary Ministers. Their names are marked with *
 - On these weekends, there will only be three EMHC standing at the foot of the sanctuary.
- Always refer to the species of the Eucharist as either the Host or the Precious Blood, not the bread and wine. The elements no longer remain bread and wine after the consecration, and it is important that we make these references appropriately.
- At the sign of peace, make your way to the foot of the sanctuary. Line up on the St. Joseph/RIGHT side of the sanctuary. Enter the sanctuary after the Priest has received from the Chalice. ***Please do not enter the Sanctuary until the Priest has received from the Chalice.***
- If you are a minister of the Host, receive the ciborium from the Priest, and distribute the host by holding it up, and saying “The Body of Christ.” Do not say the person’s name. If a person comes up with their arms crossed, simply say to them “**God Bless you.**”

DO NOT MAKE THE SIGN OF THE CROSS WITH THE HOST OR WITH YOUR HAND!!!
- If you are a minister of the Precious Blood, you will receive the chalice and purificator from either the Priest, or the Deacon.
 - Please do not approach individuals who do not leave their pew with the Chalice. Father or another EMHC distributing the hosts, will distribute communion to them.
 - When someone approaches you to receive from the chalice, you simply offer them the chalice saying to them, “The Blood of Christ.” Do not say the person’s name. When you return the chalice and

purificator to the Altar, please make sure to refold the purificator if you have unfolded it with use. The purificators are not to be stuffed into the chalices, but are to be set on the altar with the chalice.

GREETERS/USHERS

- Please arrive no later than 20 minutes before the start of mass
- Every mass should have **4 Greeters/Ushers**
 - Please create a welcoming atmosphere by holding doors open, welcoming the congregation as they arrive, seating individuals, etc...
 - ***Every Mass needs 4 of the Greeters/Ushers for the collection.***
 - While the prayer petitions are given out, get baskets out and ready for collection.
 - *Ushers should wait until music starts to go down each side.*
 - The middle aisle will have two ushers, and the side aisles will have an usher per side. When at the front of church, all ushers should bow at the same time, then take up collection.
 - The first usher to return to the back of church should take up collection from the cry room as needed.
 - Put collection in main basket and present to gift presenters. If no presenters, two ushers should fill position or ask someone to help.
 - Take gifts down when Father is standing in front of the altar with the two servers. After presenting gifts to Father, ushers or gift presenters will bow, turn around and go to their seats.

Thank you again for your ministry and dedication to the Church! If you have any questions or need to update your mass preference, please contact Courtney Seiwert at 812-346-3604, or courtneyseiwert@gmail.com

God Bless!



December 2/3: First Sunday of Advent

	SM 4:00 PM	SA 6:00 PM	SJ 7:30 AM	SM 10:30 AM
EMHC	Iris Biehle	Miranda Reitman	Amber Elsner	Tony Eder
EMHC	Sharlot Ertel	Abi Vogel	Alicia Pollert	Kim Eder
EMHC	*Kent Biehle	Katelyn Meadows	-	Julie Webster
EMHC	Janet Gerkin	-	-	Deb Itell
READER	Ron Doxsee	Sydney Campbell	Terri French	Mark McClellan
*SERVER	Kent Biehle	Altar Boys	Brock Maschino	Altar Boys
*SERVER	Joe Kelley	Altar Boys	Thomas Luehrmann	Altar Boys
GIFTS	Alexa M. & Braylee M.	Joe & Marylyn Kirchner	Andy Maschino Family	Steve & Sarah Arnold
USHER/GREETER	John Hanna	Tom Gasper	Michael Malone	OPEN
USHER/GREETER	Becky Brown	Michael Coons	Marie Baurle	OPEN
USHER/GREETER	Mona Huckleberry	Chris Kirchner	Andy Elsner	Richard Bailey
USHER/GREETER	Rick McLeod	Michael Gasper	Ben Hauersperger	Dorothy Bailey
USHER/GREETER	OPEN	-	OPEN	Tom Moore
USHER/GREETER	John Hall	-	-	Jay Siener

December 7/8: Immaculate Conception of the Blessed Virgin Mary SIGN UPS WILL BE POSTED**December 9/10: Second Sunday of Advent**

	SM 4:00 PM	SA 6:00 PM	SJ 7:30 AM	SM 10:30 AM
EMHC	Vicky Miller	Lisa Coons	Terri French	Teresa Branham
EMHC	Molly Knight	Doug Reitman	Andy Elsner	Bethany Fewell
EMHC	Iris Biehle	Linda Capes	-	David Seiwert
EMHC	Greg Hicks	-	-	David Leach
READER	Molly Knight	Katelyn Meadows	Dee Vincent	Joanne Campbell
*SERVER	Altar Boys	Wyatt Messer	Benjamin Yoder	Altar Boys
*SERVER			Abraham Yoder	Altar Boys
GIFTS	Kathy Malone Family	Larry & Jennifer Baldwin	Joseph & Donna Gerringer	Joseph Doran Jr. Family
USHER/GREETER	Matthew Walker	Greg Kirchner	Veronica Edmundson	Nina Hauersperger
USHER/GREETER	Justin Schneider	Allan Matern	Donna Gerringer	Pat York
USHER/GREETER	Rick McLeod	Tom Reitman	Joseph Gerringer	Jon Webster
USHER/GREETER	Louis D'Allura	John Suhre	Andy Maschino	Rick Williams
USHER/GREETER	Open	-	Jason Maschino	-
USHER/GREETER	OPEN	-	-	-

December 16/17: Third Sunday of Advent ~Gaudete Sunday~

	SM 4:00 PM	SA 6:00 PM	SJ 7:30 AM	SM 10:30 AM
EMHC	Ham Wernke	Jeanette Firsich	Dee Vincent	Amanda Kingswell
EMHC	Sandi Kirchner	Marylyn Kirchner	Elizabeth Bridges	Dan Megel
EMHC	Pat Kirchner	Michael Wessel	-	Jan Megel
EMHC	Chris Deyerling	-	-	Lisa Vogel
READER	Janet Gerkin	David Gasper	Kari Bright	Logan Lainhart
*SERVER	Jacob Mull	Bryce Kirchner	Thomas Luehrmann	Altar Boys
*SERVER	Isaac Mull		Lane Elsner	Altar Boys
GIFTS	Amy Baurle	Andy Gasper Family	Mary Ann & Jason Maschino	Eric Kelley Family
USHER/GREETER	John Hanna	Brian Capes	Albert Maschino	OPEN
USHER/GREETER	Becky Brown	Gary Kreutzjans	Joe Maschino	OPEN
USHER/GREETER	Mona Huckleberry	Kevin Capes	Kenny Moore	Richard Bailey
USHER/GREETER	Rick McLeod	Gene Kreutzjans	Erin Moore	Dorothy Bailey
USHER/GREETER	OPEN	-	Delbert Vincent	Tom Moore
USHER/GREETER	John Hall	-	-	Jay Siener

December 23/24: Fourth Sunday of Advent

	SM 4:00 PM	SA 6:00 PM	SJ 7:30 AM
EMHC	*Weston Miller	Kevin Capes	Terri French
EMHC	Michelle Sharp	Ginger Reitman	Andy Elsner
EMHC	Jane Kirchner	Lisa Coons	-
EMHC	Ashley Newsom	-	-
READER	Frances Walker	Kevin Capes	Mary Ann Maschino
*SERVER	Weston Miller	Bryce Kirchner	Lane Elsner
*SERVER	Altar Boys		Abrahma Yoder
GIFTS	OPEN	Tom Gasper Family	Beth Hauersperger Family
USHER/GREETER	Matthew Walker	Jim Matern	Marie Baurle
USHER/GREETER	Justin Schneider	Chris Kirchner	Michael Malone
USHER/GREETER	Mike McLeod	John Suhre	Andy Elsner
USHER/GREETER	OPEN	Brian Capes	Ben Hauersperger
USHER/GREETER	Louis D'Allura	-	OPEN
USHER/GREETER	Janet Gerkin	-	-

December 24/25: Solemnity of the Nativity of the Lord ~ SIGN UPS WILL BE POSTED

December 30/31: Holy Family of Jesus, Mary, and Joseph

	SM 4:00 PM	SA 6:00 PM	SJ 7:30 AM	SM 10:30 AM
EMHC	Jane McLeod	Katelyn Meadows	Amber Elsner	Julie Webster
EMHC	Vicky Miller	Rita Elmore	Alicia Pollert	Kim Eder
EMHC	Molly Knight	Doug Reitman	-	Tony Eder
EMHC	Baron Wilder	-	-	Deb Itell
READER	Maggie Green	Alycia Wessel	Ben Hauersperger	Kathy Moore
*SERVER	Joe Kelley	Altar Boys	Brock Maschino	Altar Boys
*SERVER		Noah Sherman	Altar Boys	Altar Boys
GIFTS	Steve & Sarah Arnold	Tom Kirchner Family	Thomas Kareus Family	Nicholas Zeser Family
USHER/GREETER	John Hanna	Tom Gasper	Veronica Edmundson	OPEN
USHER/GREETER	Becky Brown	Michael Coons	Joseph Gerringner	OPEN
USHER/GREETER	Mona Huckleberry	Chris Kirchner	Donna Gerringner	Richard Bailey
USHER/GREETER	Rick McLeod	Michael Gasper	Andy Maschino	Dorothy Bailey
USHER/GREETER	OPEN	-	Jason Maschino	Tom Moore
USHER/GREETER	John Hall	-	-	Jay Siener

January 6/7: The Epiphany of the Lord

	SM 4:00 PM	SA 6:00 PM	SJ 7:30 AM	SM 10:30 AM
EMHC	Lucas Newsom	Jessica Gasper	Terri French	Teresa Branham
EMHC	Jane Kirchner	Miranda Reitman	Annette Pollert	Bethany Fewell
EMHC	Greg Hicks	Linda Capes	-	David Seiwert
EMHC	Maggie Green	-	-	David Leach
READER	Ron Doxsee	Doug Reitman	Sandy Maschino	Derrick Wade
*SERVER	Jacob Mull	Bryce Kirchner	Thomas Luehrmann	Altar Boys
*SERVER	Isaac Mull		Lane Elsner	Altar Boys
GIFTS	Alexa M. & Braylee Moore	Beth Krawczyk & Jim Matern	William Maschino Family	Joseph Doran Jr. Family
USHER/GREETER	Matthew Walker	Greg Kirchner	Albert Maschino	Nina Hauersperger
USHER/GREETER	Justin Schneider	Allan Matern	Joe Maschino	Pat York
USHER/GREETER	Mike McLeod	Tom Reitman	Kenny Moore	Jon Webster
USHER/GREETER	OPEN	John Suhre	Erin Moore	Rick Williams
USHER/GREETER	Louis D'Allura	-	Delbert Vincent	-
USHER/GREETER	Janet Gerkin	-	-	-

January 13/14: Second Sunday in Ordinary Time

	SM 4:00 PM	SA 6:00 PM	SJ 7:30 AM	SM 10:30 AM
EMHC	Iris Biehle	Jeanette Firsich	Dee Vincent	Amanda Kingswell
EMHC	*Kent Biehle	Marylyn Kirchner	Elizabeth Bridges	Dan Megel
EMHC	Sharlot Ertel	Michael Wessel	-	Jan Megel
EMHC	Janet Gerkin	-	-	Abi Vogel
READER	Molly Knight	Matt Hurley	Kenny Moore	Joanne Campbell
*SERVER	Kent Biehle	Luke Sherman	Brock Maschino	Altar Boys
*SERVER	Wyatt Messer	Noah Sherman	Joseph Yoder	Altar Boys
GIFTS	Lauren & Megan Mull	Donna & Gene Kreutzjans	Kathy Malone Family	Eric Kelley Family
USHER/GREETER	John Hanna	Brian Capes	Marie Baurle	OPEN
USHER/GREETER	Becky Brown	Gary Kreutzjans	Michael Malone	OPEN
USHER/GREETER	Mona Huckleberry	Kevin Capes	Andy Elsner	Richard Bailey
USHER/GREETER	Rick McLeod	Gene Kreutzjans	Ben Hauersperger	Dorothy Bailey
USHER/GREETER	OPEN	-	OPEN	Tom Moore
USHER/GREETER	John Hall	-	-	Jay Siener

January 20/21: Third Sunday in Ordinary Time

	SM 4:00 PM	SA 6:00 PM	SJ 7:30 AM	SM 10:30 AM
EMHC	Ham Wernke	Katelyn Meadows	Andy Elsner	Kathy Moore
EMHC	Sandi Kirchner	Doug Reitman	Mary Ann Maschino	Janice Clark
EMHC	Pat Kirchner	Rita Elmore	-	Lisa Vogel
EMHC	Chris Deyerling	-	-	David Leach
READER	Janet Gerkin	Elizabeth Kirchner	Mandy Vogel	Mark McClellan
*SERVER	Altar Boys	Altar Boys	Benjamin Yoder	Altar Boys
*SERVER	Hanna Mull	-	Joseph Yoder	Altar Boys
GIFTS	Amy Baurle	OPEN	Delbert & Dee Vincent	Michael Wessel Family
USHER/GREETER	Matthew Walker	Jim Matern	Veronica Edmundson	Nina Hauersperger
USHER/GREETER	Justin Schneider	Chris Kirchner	Joseph Gerringe	Pat York
USHER/GREETER	Mike McLeod	John Suhre	Donna Gerringe	Jon Webster
USHER/GREETER	OPEN	Brian Capes	Andy Maschino	Rick Williams
USHER/GREETER	Louis D'Allura	-	Jason Maschino	-
USHER/GREETER	Janet Gerkin	-	-	-

January 27/28: Fourth Sunday in Ordinary Time

	SM 4:00 PM	SA 6:00 PM	SJ 7:30 AM	SM 10:30 AM
EMHC	*Weston Miller	Kevin Capes	Amber Elsner	Deb Itell
EMHC	Michelle Sharp	Lisa Coons	Alicia Pollert	Kim Eder
EMHC	Tony Callahan	Ginger Reitman	-	Tony Eder
EMHC	Ashley Newsom	-	-	Julie Webster
READER	Frances Walker	Charles Heilers	Terri French	Kathy Moore
*SERVER	Weston Miller	Wyatt Messer	Brock Maschino	Altar Boys
*SERVER	Joe Kelley	-	Lane Elsner	Altar Boys
GIFTS	OPEN	Brian & Linda Capes	Andy Elsner Family	Shannon Palmer Family
USHER/GREETER	John Hanna	Tom Gasper	Albert Maschino	OPEN
USHER/GREETER	Becky Brown	Michael Coons	Joe Maschino	OPEN
USHER/GREETER	Mona Huckleberry	Chris Kirchner	Kenny Moore	Richard Bailey
USHER/GREETER	Rick McLeod	Michael Gasper	Erin Moore	Dorothy Bailey
USHER/GREETER	OPEN	-	Delbert Vincent	Tom Moore
USHER/GREETER	John Hall	-	-	Jay Siener

February 3/4: Fifth Sunday in Ordinary Time

	SM 4:00 PM	SA 6:00 PM	SJ 7:30 AM	SM 10:30 AM
EMHC	Jane McLeod	High School Youth	Terri French	Teresa Branham
EMHC	Vicky Miller	High School Youth	Annette Pollert	Bethany Fewell
EMHC	Molly Knight	High School Youth	-	David Seiwert
EMHC	Baron Wilder	-	-	David Leach
READER	Maggie Green	High School Youth	Dee Vincent	Logan Lainhart
*SERVER	Jacob Mull	Luke Sherman	Thomas Luehrmann	Altar Boys
*SERVER	Isaac Mull	Noah Sherman	Lane Elsner	Altar Boys
GIFTS	Janet Gerkin	Michael & Lisa Coons	Andy Maschino Family	Nicholas Zeser Family
USHER/GREETER	Matthew Walker	Greg Kirchner	Marie Baurle	Nina Hauersperger
USHER/GREETER	Justin Schneider	Allan Matern	Michael Malone	Pat York
USHER/GREETER	Mike McLeod	Tom Reitman	Andy Elsner	Jon Webster
USHER/GREETER	OPEN	John Suhre	Ben Hauersperger	Rick Williams
USHER/GREETER	Louis D'Allura	-	OPEN	-
USHER/GREETER	Janet Gerkin	-	-	-

February 10/11: Sixth Sunday in Ordinary Time

	SM 4:00 PM	SA 6:00 PM	SJ 7:30 AM	SM 10:30 AM
EMHC	Paula Ertel	Jeanette Firsich	Dee Vincent	Tony Callahan
EMHC	Jane Kirchner	Marylyn Kirchner	Elizabeth Bridges	Dan Megel
EMHC	Greg Hicks	Michael Wessel	-	Jan Megel
EMHC	Maggie Green	-	-	Amanda Kingswell
READER	Ron Doxsee	Katelyn Meadows	Kari Bright	Derrick Wade
*SERVER	Altar Boys	Matt Kirchner	Joseph Yoder	Altar Boys
*SERVER	Altar Boys	Bryce Kirchner	Benjamin Yoder	Altar Boys
GIFTS	Steve & Sarah Arnold	OPEN	Joseph & Donna Gerring	Joseph Doran Jr. Family
USHER/GREETER	John Hanna	Tom Gasper	Veronica Edmundson	OPEN
USHER/GREETER	Becky Brown	Michael Coons	Joseph Gerring	OPEN
USHER/GREETER	Mona Huckleberry	Chris Kirchner	Donna Gerring	Richard Bailey
USHER/GREETER	Rick McLeod	Michael Gasper	Andy Maschino	Dorothy Bailey
USHER/GREETER	OPEN	-	Jason Maschino	Tom Moore
USHER/GREETER	John Hall	-	-	Jay Siener

February 14: Ash Wednesday ~ SIGN UPS WILL BE POSTED**February 17/18: First Sunday of Lent**

	SM 4:00 PM	SA 6:00 PM	SJ 7:30 AM	SM 10:30 AM
EMHC	Iris Biehle	Katelyn Meadows	Andy Elsner	Kathy Moore
EMHC	*Kent Biehle	Doug Reitman	Dee Vincent	Janice Clark
EMHC	Sharlot Ertel	Rita Elmore	-	Lisa Vogel
EMHC	Janet Gerkin	-	-	Abi Vogel
READER	Molly Knight	Emily Kirchner	Mary Ann Maschino	Joanne Campbell
*SERVER	Braylee Moore	Bryce Kirchner	Abraham Yoder	Isaiah Ertel
*SERVER	Jacob Mull		Brock Maschino	Altar Boys
GIFTS	Alexa M. & Braylee M.	Gary Kreutzjans Family	Mary Ann & Jason Maschino	Eric Kelley Family
USHER/GREETER	Matthew Walker	Jim Matern	Albert Maschino	Nina Hauersperger
USHER/GREETER	Justin Schneider	Chris Kirchner	Joe Maschino	Pat York
USHER/GREETER	Mike McLeod	John Suhre	Kenny Moore	Jon Webster
USHER/GREETER	OPEN	Brian Capes	Erin Moore	Rick Williams
USHER/GREETER	Louis D'Allura	-	Delbert Vincent	-
USHER/GREETER	Janet Gerkin	-	-	-

February 24/25: Second Sunday of Lent

	SM 4:00 PM	SA 6:00 PM	SJ 7:30 AM	SM 10:30 AM
EMHC	Paula Ertel	Miranda Reitman	Amber Elsner	*Weston Miller
EMHC	Sandi Kirchner	Abi Vogel	Alicia Pollert	Kim Eder
EMHC	Pat Kirchner	Michelle Sharp	-	Tony Eder
EMHC	Baron Wilder	-	-	Amanda Kingswell
READER	Janet Gerkin	Claire Ashcraft	Ben Hauersperger	Mark McClellan
*SERVER	Joe Kelley	Luke Sherman	Joseph Yoder	Altar Boys
*SERVER	Hanna Mull	Noah Sherman	Benjamin Yoder	Altar Boys
GIFTS	Lauren & Megan Mull	Joe & Marylyn Kirchner	Beth Hauersperger Family	Steve Arnold Family
USHER/GREETER	John Hanna	Tom Gasper	Marie Baurle	OPEN
USHER/GREETER	Becky Brown	Michael Coons	Michael Malone	OPEN
USHER/GREETER	Mona Huckleberry	Chris Kirchner	Andy Elsner	Jon Webster
USHER/GREETER	Rick McLeod	Michael Gasper	Ben Hauersperger	Pat York
USHER/GREETER	OPEN	-	OPEN	Tom Moore
USHER/GREETER	John Hall	-	-	Jay Siener

