

## 2<sup>nd</sup> Quarter Liturgical Schedule April-June 2024

Dear Liturgical Ministers,

The liturgical schedule for the 2<sup>nd</sup> quarter of 2024 is attached. As of January 7, 2024 I will be creating the schedule for the Liturgical Ministers. If you need to request any days off for the 3<sup>rd</sup> quarter or beyond, please contact me at [PREP@spnparish.org](mailto:PREP@spnparish.org) or call 215-679-7839. Please note that the office hours are Tuesday through Thursday 8:00AM- 4:00PM. Any email or phone call will be answered on those days of operation.

Reminder:

If you are not able to fulfill your commitment it is your responsibility to find your replacement. Attached are names and phone numbers for your convenience. Please do not ask Father Anthony, the deacons or the PREP office to find your replacement.

**The 3<sup>rd</sup> quarter schedule will be prepared in May. Please submit any conflicts by May 15. The 3<sup>rd</sup> quarter schedule will be available the first week of June for your convenience.**

Notes:

**Lectors**- Lector 1 does the first reading and Lector 2 does the 2<sup>nd</sup> reading.

Please let the deacon know **10 minutes** before your scheduled Mass that you are present.

**Eucharistic Ministers**- Please make sure that you know which station you are assigned. If you got a substitute for the day, please let him/her know the designated station.

If you notice an extra priest or deacon in the sanctuary wearing an alb or stole at communion time, please someone refrain from coming forward. The priest or deacon is there to distribute Holy Communion. It is the role of the ordained clergy to distribute the Eucharist. The service of an extraordinary minister is critical if there are not enough clergy present.

**Altar Servers**- Servers should be vested and in the sacristy **15 minutes** prior to Mass time to assist with any last minute preparations. Please make sure all items are removed from the sanctuary a the conclusion of Mass. Please hang all albs and cinctures neatly in the designated area at the end of Mass.

Thank you for all you do as Liturgical Ministers.

Sincerely,  
Wendy Benner