



St. Francis de Sales Faith Community

148 W. Main Street

Lake Geneva, WI 53147

Dear Liturgical Ministers! (Greeters, Ushers, Lectors, Extraordinary Ministers of Communion, and Altar Servers)

Thank you for your continued hard work and support here at St. Francis de Sales. We are truly blest to have so many wonderful volunteers who give so freely of their time, talent, and treasure. For those of you who are new to Liturgical Ministry: Welcome! We're glad you're here to join us in serving our brothers and sisters in Christ Jesus. This is truly a calling for all who come to serve at the Lord's table.

Included with this letter, you will find a list of reminders for each of your respective ministries. Please review these reminders and please let me know if you have any questions. We are called to serve God with dignity, respect, and love. As Catholics we have been given some very specific guidelines for our Worship. All that we do at Mass is directed by a document called the "General Instruction of the Roman Missal" or GIRM for short. We are called to be faithful, not only to God, but to our heritage and tradition as a Catholic people. These guidelines are here to assist us in our prayer, so that our whole assembly can pray as one, along with the entire Church across the world. We are not congregational. That is, we are not only St. Francis de Sales Parish in Lake Geneva, but we are Catholic. Catholic being the universal Church of all believers, founded on the rock of St. Peter. When we pray, we are united with Catholics around the world in our universal prayer! We are **one** holy catholic and apostolic Church. What a beautiful thing that is! May we always be proud of our Catholic Faith, and be proud to profess it!

The schedule included is only for the month of October. We are still waiting to train some servers and some other ministers. Once that I done, I will send out the schedule for November and December. – Just a reminder... it's your responsibility to find your own substitute if you cannot serve... however, it is much easier for all of us, if you simply let me know ahead of time when you will be gone, and I will make sure to schedule around those dates. Please let me know if I can be of assistance.

And here is the plea for more help! GREETERS: We are really very much in need of people to be greeters at our doors for all of our liturgies!! This is a very important ministry of helping everyone who enters our doors to feel welcome here at St. Francis de Sales. It is also the ministry which requires the least amount of training, and is the easiest to do! A smiling face, a gesture of welcome, holding open a door, saying "Welcome! We're glad you're here! Thanks for joining us!" That is all it takes! Sometimes we need to direct people to the restrooms, answer questions, or help them find their way into the church. Please consider helping out in this very important ministry!!

And here is the plea for more help! USHERS: We are always in need of men and women to help us as Ushers. The ushers need to be helpful and courteous. We need to have ushers who help people find their seats, walk people into the church and help them get situated... Ushers take up the collection at the Preparation of Gifts and dismiss our pews for Holy Communion. In addition, our ushers are always there in case of an emergency, or to help someone with a disability.

Both of these ministries of hospitality are so very important as we gather for prayer: to encourage one another, and to care for one another!

And here is the plea for more help! COMMUNION COORDINATORS: This is a new ministry for us at St. Francis de Sales. We are looking for Extraordinary Ministers of Holy Communion who would be willing to help set-up before Mass, make sure all the crosses are handed out for Eucharistic Ministers before Mass starts, and help to clean-up and wash the vessels after Mass. We have had a few people step forward, but we need quite a few more. Ideally this person would be scheduled only once a month... but in order to do that, we need at least 16 volunteers to come forward! Please prayerfully consider helping us in this reverent and sacred ministry.

And here is the plea for even more help! PRAYER & WORSHIP COMMITTEE: The Prayer & Worship Committee works to provide for the prayer life of the parish. This might include planning Taizé prayer once a month, helping to organize the many volunteers during Lent and Holy Week, working with the Director of Liturgy & Music to provide opportunities for spiritual enrichment and education for our Liturgical Ministers, to evaluate our parish Liturgical Celebrations, to offer suggestions/ideas on how to help our whole assembly to pray well as Roman Catholics. All that Prayer & Worship does must be grounded in the study of what the Church calls us to when we gather for prayer. Part of being a member of Prayer & Worship is to be willing to learn, to study the liturgical documents of the Church, and to bring creative ideas forward in order to enhance our worship together. We meet the 3rd Thursday of each month! Our next meeting is scheduled for Thursday, October 16 at 6:30 p.m. in the Jonah Room. Please consider joining us!!

Thank you all for your dedication to the prayer life of St. Francis de Sales Parish! Please know that you are appreciated and treasured by those whom you serve!! May God Bless you in your ministry, bring you the joy of fulfillment, and bring you ever closer to his Sacred Heart. Please do not hesitate to contact me if you have questions and/or concerns about our prayer life here at St. Francis de Sales!

LITURGY & MUSIC OFFICE:

(located in the lower level of the Parish Center)

liturgy@stfrancislg.com

262-248-1680



GREETERS:

- You are the first ones that people see and encounter upon entering. Please make them feel welcome.

USHERS:

- You must make sure to ask a family, couple, or single persons (2) to bring up the gifts. Please do this BEFORE Mass begins!
- Please follow your schedule. It is important to welcome and encourage new ushers, to make them feel welcome, and to help them find their way in serving our community!

USHERS & GREETERS:

- There is room in the church most weekends to seat everyone in the main body of the church. There is NO reason for people to be standing in the back of the Chapel, the back of the Church, or in any of the entry-ways. It is especially important to make people feel welcome, and to SEAT people IN the church. Ask people to move over and make room. Too many Sundays we have more than 20-30 open seats in the main church, but still people are standing! Please seat them!

LECTORS:

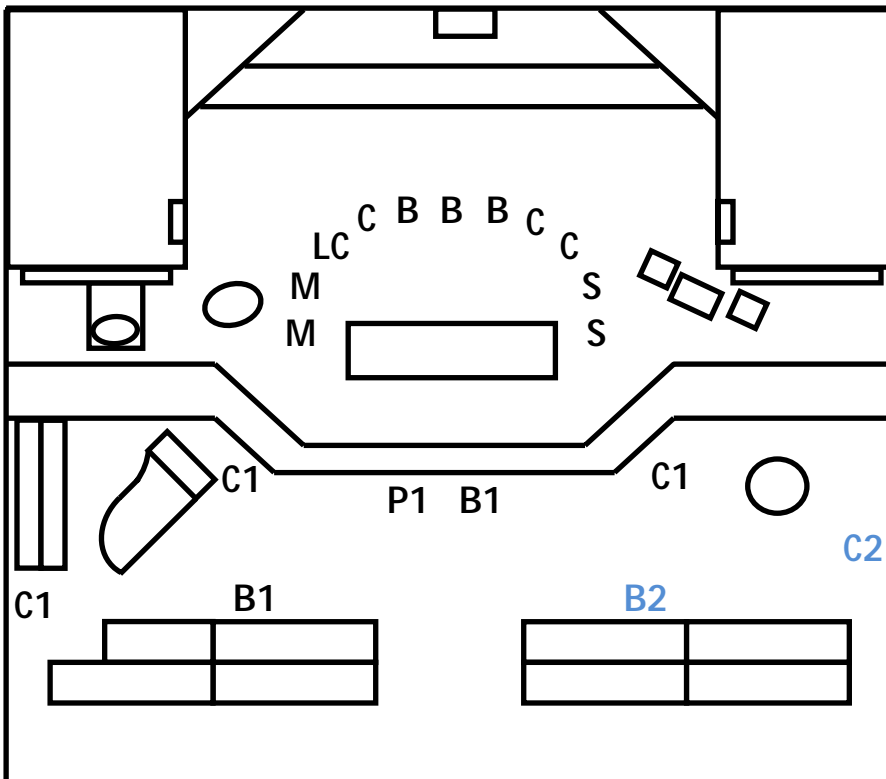
- Please make sure the Lectionary is out on the Ambo and open to the correct page before Mass begins.
- The only time you should be sitting in the Chair behind the Ambo is between the 2 readings (only if there is only one lector). At all other times, you should be seated in your place near the front of the assembly.
- Don't forget to stop in front of the altar and make a profound bow from your waist before coming forward.
- Please wait until the Extraordinary Ministers of Communion have returned from the sacristy before reading the announcements. We should be observing a period of silence following Communion. After the announcements, return to your seat in the assembly.
- Do not process-out at the end of Mass. You can stay in your place in the assembly.

SERVERS:

- Please make sure to remain standing when everyone else kneels. You then bow with the priest during the consecration. After you have received Communion, you may be seated right away.

EXTRAORDINARY MINISTERS OF COMMUNION:

- You should come forward around the Altar as soon as the priest has **begun** to receive Communion. Do not wait for the priest to finish, or to give you a signal.
- Don't forget to make a profound bow (from the waist) all together, before coming up around the Altar.
- Please make sure that you move in closer around the Altar when coming forward to receive Communion.
- Please review the diagram below. Only ONE Bread Minister and ONE Wine Minister should be going into the Chapel. The other ministers should go directly to their places on the piano side of the church.



DISTRIBUTION STATIONS (SET #1):
 WHEN COMMUNION BEGINS,
 START IN THESE PLACES...
 - (B1) 1 Minister of the Bread go to the Chapel
 - (C1) 1 Minister of the Cup go to the Chapel
 - (B1) 1 Ministers of the Bread and the (P1) priest are front center in the main church, AND
 - (B1) 1 Minister of the Bread is in front of the row of chairs on the piano side
 - (C1) 3 Ministers of the Cup are in the front to the sides in the main church (2 on piano side)

DISTRIBUTION STATIONS (SET #2):
 WHEN EVERYONE HAS RECEIVED IN THE CHAPEL, MOVE TO THESE PLACES
 - (B2) 1 Minister of the Bread move in front of the first row of seats
 - (C2) 1 Minister of the Cup move to the outside wall near the side aisle

GIRM REMINDERS (FOR ALL PARISHIONERS):

(GIRM = General Instruction of the Roman Missal)

**As Liturgical Ministers at St. Francis de Sales, parishioners look to you as leaders.
 Please be good examples of how to pray when we gather.**

1. The people make a profound bow from the waist during the Creed, during the words, "By the power of the Holy Spirit, he was born of the Virgin Mary and became man." (On the feasts of Christmas and the Annunciation of the Lord, all genuflect)
2. The people stand before the priest's invitation, "Pray friends" which immediately follows the Preparation of the Gifts.
3. The people **kneel** after the Holy, Holy, Holy and remain kneeling until after the recitation or singing of the AMEN at the end of the Eucharistic prayer.
(Sitting is only an option for those that are not physically able to kneel. Those who have chosen to sit in the front row of the chairs should kneel on the floor.)
4. The people stand for the Our Father (The Lord's Prayer) and remain standing until after the reception of Holy Communion. After returning to their places, the faithful may kneel or be seated.
5. The people make a reverent bow of the head when coming forward to receive the Body of Christ and/or the Blood of Christ. When the Eucharistic Minister says, "The Body of Christ," or "The Blood of Christ," the response is "**AMEN.**"

EVENING OF REFLECTION

We are proud to announce that we are offering two different opportunities for our Liturgical Ministers and parishioners to deepen their faith, knowledge of liturgy, and to enjoy fellowship.

We will again be offering our Annual Evening for Liturgical Ministers here at St. Francis de Sales on Sunday, November 9, 2008. We hope that all of our Liturgical Ministers at St. Francis de Sales can join us for this evening.

EVENING OF REFLECTION **FOR ALL LITURGICAL MINISTERS**

Altar Servers, Extraordinary Ministers of Communion, Lectors, Musicians/Cantors/Choirs, Ushers, Greeters, Families, and All Parishioners are welcome!

All teachers and parents are invited to join us as well, especially those who serve (or whose children serve) in one of the Liturgical Ministries of the parish.

SUNDAY, NOVEMBER 9
St. Francis de Sales – Parish Center

5:30 p.m. – Potluck
6:15 p.m. – Evening Prayer
6:45 p.m. – Reflection
7:15 p.m. – Questions/Answers

Please RSVP to the Liturgy & Music Office by Sunday, November 2, with number attending and Pot Luck so we can plan for supplies.

Phone: 262-248-1680 Email: liturgy@stfrancislq.com

We are also very pleased to share an invite for any interested parishioners to experience Rev. Richard Fragomeni as he comes to St. Mary's in Hales Corners on Monday, October 27. All parishioners from St. Francis de Sales are welcome to attend, free of charge. We simply ask that you register with us by Sunday, October 19. Rev. Richard Fragomeni teaches at the Catholic Theological Union in Chicago, is a dynamic speaker and teacher, and is a renowned expert in the field of liturgy. Please see the form on the back of this page for more information! 😊 We hope you can join us for this exciting evening! 😊

Come to the Feast

An Evening for Liturgical Ministers & All Parishioners



Guest Speaker:
Richard Fragomeni

Join us as we host noted and well-received homilist and public speaker Rev. Richard Fragomeni for an evening of spiritual formation and growth. Come away with a renewed understanding of the Mass and the Eucharist, an extraordinary, overwhelming gift that is God's self.

Rev. Fragomeni teaches at Catholic Theological Union in Chicago where he is associate professor of liturgy and preaching and chairperson of the Department of Word and Worship.

**St. Mary Catholic
Faith Community
Hales Corners
Oct. 27, 2008
7 to 9 p.m.**

**9520 W. Forest Home Ave.
Hales Corners, WI 53130**

**Please contact the Liturgy & Music Office if
you need transportation or assistance.**

**Free to all parishioners
of St. Francis de Sales.**

**Please return to the Liturgy & Music
Office by Sunday, October 19.**

REGISTRATION FORM:

Name(s): _____

E-Mail: _____

Parish: St. Francis de Sales, Lake Geneva

Ministry Schedule

October 4 - October 5: 27th Sunday In Ordinary Time

	Saturday, Oct 4, 5:15 PM 27th Sunday In Ordinary Time	Sunday, Oct 5, 7:30 AM 27th Sunday In Ordinary Time	Sunday, Oct 5, 9:00 AM 27th Sunday In Ordinary Time	Sunday, Oct 5, 10:30 AM 27th Sunday In Ordinary Time
Greeters - Weekends	Helene Churchill	Arlene Breuninger Barbara Giovannoni Mary Ludtke Pat Reynders	Shannon (C) Tenney Anne Tenney Thomas Tenney Logan Tenney	Lee Goldsmith Lisa Parker
Ushers - Weekends	Colin Dunn Wilbur Metz Rose Wozniak John Wozniak	George Leedle Becky Monahan Pat Moorhouse Don Voit	Brent Amann Ray Lucivansky Dennis Lyon	Michael Johnson Robert Weidner Ray Wrobleski Lorraine Wrobleski
Lector/Reader - Weekends	Scott Vorpapel	Richard Kelman	James Kloster	Cindy Kogol Paul Kogol
Server - Weekends	Dylan Donahue Marissa Ellison	Andrew Glass Chris Ponsonby	Dominic Lazzaroni Sophia Lazzaroni	Matthew Frazier Cole Pankau

October 11 - October 12: 28th Sunday In Ordinary Time

	Saturday, Oct 11, 5:15 PM 28th Sunday In Ordinary Time	Sunday, Oct 12, 7:30 AM 28th Sunday In Ordinary Time	Sunday, Oct 12, 9:00 AM 28th Sunday In Ordinary Time	Sunday, Oct 12, 10:30 AM 28th Sunday In Ordinary Time
Greeters - Weekends	Helene Churchill	Jim Lambrilaz Lois Lambrilaz Pat Moorhouse Jeanette Polyock	Maureen Allenstein Amy Amann	Lisa Parker
Ushers - Weekends	Wilbur Metz John Wozniak Brad Wozniak Rose Wozniak	Arlene Breuninger Irene Humphrey Budd Humphrey Ron White	Brent Amann Ray Lucivansky Dennis Lyon	Lee Goldsmith Jeanette Goldsmith Lily Quinn Harry Quinn
Lector/Reader - Weekends	Gerald Gutkowski	Dick Koehler	Margaret Tomaso	Linda Contant Karen Dover
Server - Weekends	Joseph Ahlgren James Ahlgren	Nick Trautner Eddie Trautner	Autumn Mikrut David Mikrut	Cristyelle Canda Claire-Marie Canda

October 18 - October 19: 29th Sunday In Ordinary Time

	Saturday, Oct 18, 5:15 PM 29th Sunday In Ordinary Time	Sunday, Oct 19, 7:30 AM 29th Sunday In Ordinary Time	Sunday, Oct 19, 9:00 AM 29th Sunday In Ordinary Time	Sunday, Oct 19, 10:30 AM 29th Sunday In Ordinary Time
Greeters - Weekends	Helene Churchill	Jim Lambrilaz Lois Lambrilaz Becky Monahan Pat Reynders	Maureen Allenstein Amy Amann	Lee Goldsmith Lisa Parker
Ushers - Weekends	Colin Dunn Wilbur Metz John Wozniak Rose Wozniak	Irene Humphrey Budd Humphrey Dell Krohn John Maas	Brent Amann Ray Lucivansky Dennis Lyon	Lily Quinn Harry Quinn Terry Quinn Ray Wrobleski
Lector/Reader - Weekends	Natalie Dunn	Jean McCarron	Diane Read	Diane Hinzpeter John Werner
Server - Weekends	Josh Kundert Taylor Kundert	Philip Kutsch Andrew Ploch	Lauren Harris Aiden Kokodynski	Shelby Peck Thomas Peck

October 25 - October 26: 30th Sunday In Ordinary Time

	Saturday, Oct 25, 5:15 PM 30th Sunday In Ordinary Time	Sunday, Oct 26, 7:30 AM 30th Sunday In Ordinary Time	Sunday, Oct 26, 9:00 AM 30th Sunday In Ordinary Time	Sunday, Oct 26, 10:30 AM 30th Sunday In Ordinary Time
Greeters - Weekends	Helene Churchill	Arlene Breuninger Barbara Giovannoni Mary Ludtke Jeanette Polyock	Maureen Allenstein Amy Amann	Lee Goldsmith Lisa Parker
Ushers - Weekends	Wilbur Metz John Wozniak Brad Wozniak Rose Wozniak	Dell Krohn George Leedle Don Voit Ron White	Brent Amann Ray Lucivansky Dennis Lyon	Patrick Frank Jeanette Goldsmith Michael Johnson Robert Weidner
Lector/Reader - Weekends	Gerald Gutkowski	Maureen Redmer	Daniel Derrick	Cindy Kogol Paul Kogol
Server - Weekends	Ellie Weber Ian Weber	Moira Ring Jimmy Ring	Carly Sinclair Jack Sinclair	William Murray Mary Stackpool