MINISTRY PREFERENCES FORM

NAME_____**PHONE:**_____
FIRST **LAST**

STREET:_____ **CITY**_____ **ZIP**_____

EMAIL:_____

PLEASE CIRCLE MINISTRY: **LECTOR** **EUCHARISTIC MINISTER** **BOTH**

FAMILY NEEDS: Always schedule me with _____
Family member

Alternate scheduling me with_____
Eg. We have small children who need one of us to care for them during Communion)

MY PREFERENCES: If you indicate only one preference, I will assume that you only wish to be scheduled at that time and I will schedule you accordingly. If you have more than one preference, please indicate your priority by numbering them 1, 2, 3, etc. with #1 being your most desirable preference.

Preferences	Do Not Schedule Me For:
_____Saturday, 4:30 PM	_____Saturday, 4:30 PM
_____Sunday, 8:00 AM	_____Sunday, 8:00 AM
_____Sunday, 9:30 AM	_____Sunday, 9:30 AM
_____Sunday, 11:00 AM	_____Sunday, 11:00 AM

This information is necessary because the program we use to schedule ministers will sort and schedule you at any of these Masses on a last time served, first available basis—alphabetically, based on all your preferences on file. If you have only one preference and there are a large number of other ministers who likewise only wish to be scheduled at that mass time, the pool for that particular mass time becomes large. As a result, the software program will be forced to schedule you less than you might like in order to schedule everyone according to their preferences. You can, however, increase your likelihood of being scheduled more frequently by increasing the number of masses at which you are willing to serve. We know that job and family requirements sometime force you to limit your availability and we surely understand that bur we wanted you to understand the process by which everyone is scheduled.

For your convenience, please indicate your away times:
AWAY TIME:

Name: _____ will not be available

From _____ through _____.

Please drop this in the collection basket or return it to the parish office. You can also email your preferences to me as well as your away times. My email address is: smdt44035@yahoo.com Thank You,

Sister Mary Dorothy