

Received at Rectory office on: _____

Request for Special Participation at Mass

Ministry/Organization: _____

Contact Person: _____ Phone #: _____

Date of Mass: _____ Mass Time: _____

Please Circle one: Saturday Sunday Weekday _____

Please Circle one: English Spanish Vietnamese Bilingual Trilingual Other

Reason for Special Request: _____

Please indicate the approximate number of people that will be included in the procession:

_____ In _____ Out Articles to be carried in (specify) _____

Please indicate how many of the following people you will be providing

Lectors (Maximum of 2 needed) _____

Eucharistic Ministers (Maximum of 7 needed) _____

Ministers of hospitality (Maximum of 7 needed) _____

Altar Servers (Maximum of 4 needed) _____

Gift Bearers (Maximum of 2 needed) _____

Special Music requests:

_____ We will provide our own musicians. We are requesting the use of the following equipment

_____ Microphones (please indicate number)

_____ Music stand (please indicate number)

_____ Piano

_____ Other (please specify)

_____ WE ARE NOT REQUESTING ANY SPECIAL MUSIC

of pews to be roped off: _____ Jesus side _____ Mary side

PLEASE NOTE THAT ALL REQUESTS MUST BE GIVEN TO THE RECTORY SECRETARY A MINIMUM OF 60 DAYS IN ADVANCE OF THE REQUESTED MASS DATE. THE LITURGY COMMITTEE GENERALLY MEETS THE FIRST WEDNESDAY OF EACH MONTH. YOU MAY BE ASKED TO ATTEND A MEETING TO FURTHER EXPLAIN YOUR REQUEST.

Presented to the Liturgy Committee on: _____

Comments: _____

Ministry/Organization notified by Rectory office: _____