



## *Welcome!*

Liturgical ministry is just one of the many opportunities available for us to fulfill our baptismal call of service to one another. Whether behind the scenes, planning or through a public role of service, liturgy uses the talents and gifts that God has given to serve the community. To make our liturgies truly live-giving celebrations requires the gifts of everyone. Our hope is that you will prayerfully consider becoming a part of one of our liturgical ministries.

### **Liturgical Planning**

The primary task the Worship Commission is in the area of liturgy and ecumenism. It is responsible for guiding the continuing liturgical renewal of the parish which is centered on the Eucharist and serves the parish by providing opportunities for liturgical education, by preparing the liturgical celebrations and evaluating the quality of liturgy in the parish. The Worship Commission is an advisory board to the Pastor and arm of the Parish Council and includes representation of all liturgical ministries and the parish at large.

### **Liturgical Environment**

The Liturgical Environment Committee is responsible for decorating the church (banners, bulletin boards, flower placement, etc) for the Christmas and Easter celebrations as well as major feasts and parish celebrations.

### **OLF Altar Guild**

#### **Church Cleaning**



One of our many behind the scene ministries. Each week parishioners volunteer to help clean the glass doors in the church, arrange missals and hymnals, change holy water fonts, dust the vestibules, chapels, altar furniture, and give the church a light cleaning. A rotation schedule is prepared and volunteers are scheduled, depending on number of volunteer teams, once every six weeks. Volunteers are given a checklist and shown what needs to be done. If you have an extra 1-2 hours and would like to help, please volunteer for this ministry.

#### **Altar Care and Linens**

The Altar Linens is a behind-the-scenes ministry. It consists of volunteers who rotate washing and ironing altar linens on a weekly basis.



## Plant Care/Maintenance

The primary responsibility of these ministers is to maintain the plants in church and enhance the interior of church. Special care and attention is given to plants at the main altar, devotional chapels and vestibule areas.



**If you have a few hours a week, come and help beautify our Church.**



## Altar Servers

Altar servers assist in the priest in the celebration of the liturgy. Besides weekend masses, altar servers also minister at special liturgies such as weddings and funerals as well as at devotions such as Stations of the Cross or Benediction of the Blessed Sacrament. To be eligible to serve at Our Lady of Fatima one must:

- be at least in the fourth grade;
- be enrolled in either Catholic school or a religious education program;
- have received the sacraments of Baptism, Reconciliation, and Eucharist;
- be a practicing Catholic; that is, regularly attend Mass on Sundays and Holy Days of Obligation;
- be responsible in showing up when assigned (or arranging for a substitute);
  - and exhibit reverence when serving on the altar.

## Lectors



Lectors hold the ministry of proclaiming the Word of God at the sacred liturgy. Qualities necessary for lectors at Our Lady of Fatima include:

- be a confirmed practicing Catholic; that is, regularly attend Mass on Sundays and Holy Days of Obligation;
  - live a lifestyle in accordance with the teachings of the Catholic Church;
- possess a dedication to preparing the scripture readings prior to the liturgical celebration;
- have some degree of comfort in speaking before a large gathering and proclaiming the scripture readings boldly and clearly;
  - be reliable in fulfilling Mass assignments or arranging for a substitute; and
    - be committed to ongoing formation and education.

## Extraordinary Ministers of the Eucharist

Extraordinary Ministers of the Eucharist assist the priest with the distribution of Holy Communion at Mass as well as bring the Eucharist to those who are sick or homebound. Extraordinary Ministers of the Eucharist, according to diocesan policy, serve for renewable four-year terms and are nominated by the pastor and appointed by the Bishop of Wilmington of Baltimore.



To qualify to serve as an Extraordinary Minister of the Eucharist one must:

- be a confirmed, practicing Catholic at least 16 years of age who attends Mass regularly on Sundays and Holy Days of Obligation;
- be capable of conducting oneself with reverence in handling the Body and Blood of the Lord;
  - live a life in accordance with the teachings of the Catholic Church;
    - possess and love and devotion to the Holy Eucharist;
  - be reliable in fulfilling Mass assignments or arranging for a substitute; and
    - be committed to ongoing education and formation.

## Ushers & Greeters Ministry

### Minister of Hospitality

Ushers serve as ministers of hospitality at our weekend liturgies. They are responsible assisting with the taking of the collection, the stocking of the bulletins, assisting with seating worshippers, and other tasks that insure the smooth flow of the liturgy. Ushers are also responsible for being able to act calmly in case of emergencies and serve as parish ambassadors, particularly to those who are visiting.



### **Greeters**

The purpose of this ministry is to provide an enthusiastic, positive, spiritual and friendly welcome to each person entering Our Lady of Fatima before every celebration and special service. This ministry is committed to help make every worship experience at Our Lady of Fatima, positive and spiritually uplifting for everyone, at every time. Greeters are supportive and sensitive to the needs of the church and the congregation by assisting the ushers, deacon, pastoral staff and other ministries as needed.

- Welcome each person entering for worship at OLF in a friendly, uplifting manner
- Provide assistance, information and direction to church facilities and services
- Educate members of the ministry on maintaining positive attitudes
- Support the mission and goals of the church

### **Giftbearers**



As family or friends, you can be a part of the Mass by presenting the gifts of bread and wine on behalf of the parishioners to the priest as part of this important Sunday ministry. Celebrate Sunday, remember a loved one or mark a special occasion by volunteering to be a giftbearer.

## Flowers

Altar flowers are donated each weekend in honor of a loved one, to remember someone's passing, or to celebrate a special occasion. Following all the weekend masses, the flowers are usually moved to the chapel for the remainder of the week. For more information, please visit Parish Information at our website [olfnewcastle.com](http://olfnewcastle.com).



**If you are interested in serving in one of our liturgical ministries or would like additional information about any of our liturgical ministries, please complete the ministry request form and drop it in the weekend collection basket or forward it to [mlmay@olfnewcastle.com](mailto:mlmay@olfnewcastle.com).**