

## ST PATRICK DECEMBER MINISTRY SCHEDULE

Committee Group	Job	Duty	12/3/17 Gay Jennings	12/10 - Pillars Morning Prayer	12/17/17 Gary Mitchener	12/24/17 Gary Mitchener	12/31/17 Gary Mitchener
Pastoral Care	F	Fellowship Setup	Toni	Hamm's	Toni	N/A	Toni
Pastoral Care	F	Fellowship Cleanup	Joyce	Joyce	Joyce	N/A	Joyce
Pastoral Care	F	Present Gifts / Process Cross	Jerry	Hamm's	Jerry	Paul	Jerry
Pastoral Care	F	Greeting	Hamm's	Elaine/Joyce	Hamm's	Elaine/Joyce	Toni
Scripture Study	A	Altar Setup	Pam	Pam	Leslea	Diane	Diane
Scripture Study	A	Altar Cleanup	Kathy	Diane	Leslea	Diane	Diane
Scripture Study	A	First Reading / Psalm	Betty	Kristy	Kristy	Suzanne	Pam
Scripture Study	A	2nd Reading / 3rd for MP / Prayers of People	Suzanne	Leslea	Betty	Leslea	Kristin
Scripture Study	A	Chalice Bearer	Leslea	N/A	Kathy	Leslea	Kristy
Prayer Support	H	Housekeeping per list posted in fellowship hall	Sue	Maria	Bobbi	Dawn	Roxann
Vestry		Announcements	Tom	Joyce	Dawn	Pam	Jerry
		Acolytes	Perron/Persia	N/A	Brittany/Tanner	Brittany/Perron	Ed
		Counters	Kristy/Toni	Dawn/Jerry	Pam/Joyce	Leslea/Joyce	Dawn/Toni

### MONTHLY MINISTRY WORK SCHEDULE

Groups / Months	December	January	February	March	April	May
Pastoral Care	Fellowship	Housekeeping	Altar Care	Fellowship	Housekeeping	Altar Care
Scripture Study	Altar Care	Fellowship	Housekeeping	Altar Care	Fellowship	Housekeeping
Prayer Support	Housekeeping	Altar Care	Fellowship	Housekeeping	Altar Care	Fellowship

### FELLOWSHIP - Start by 9:00 am - Set up & clean up coffee & fellowship items. Wipe off tables & put all items back in their proper place.

- \* Process the cross before & after Morning Prayer service. Collect offering at sanctuary front & back doors as people leave after service.
- \* For Eucharist, present the gifts, collect offerings, & usher for Communion.
- \* Greet and hand out bulletin for the day.

### HOUSEKEEPING - \* Preferably Thursday, Friday or Saturday

- \* Shovel snow from all walk ways and salt on Sunday morning if needed.
- \* See the list of cleaning instructions posted in the fellowship hall
- \* Please complete the entire list at the end of your month, so the next group starts with a clean church.

### ALTAR CARE - Start by 9:00 am - Make sure Altar and back table are set up as photos indicate.

- \* Prep altar bread (microwave 20 seconds) & wine, & set on table in rear of the sanctuary (remove wrap & just leave placed on top of bread).
- \* For Eucharist, provide 1 reader for the Old Testament & Psalm, 2nd reader for the New Testament & Prayers of the People.
- \* For Morning Prayer, the second reader also reads the 3rd ("Gospel") reading.
- \* Schedule a chalice bearer for Eucharist.

Prayers of the People:      12/3/17      12/10/17      12/17/17      12/24/17      12/31/17

Prayer Group:      Dawn/Roxann      Pam      Bobbi      Sue      Pastoral Care

Advent Candle/Readers:      L-A Family      L-A Family      Carosielli's      Brittany/Tanner      N/A