

The Parishes of Our Lady of Mt. Carmel and St. Thomas More  
**LITURGICAL MINISTER DATA FORM**

**PLEASE PRINT**  
**LAST NAME of Family:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Alternate Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Parishioner of:**  
 \_\_\_\_\_ **STM**  
 \_\_\_\_\_ **OLMC**  
 (CHECK ONE)

**Office Use Only:**  
 Data entered to  
 Ministry Scheduler  
 \_\_\_\_/\_\_\_\_/\_\_\_\_  
 by \_\_\_\_\_

**Name of Family Member:** \_\_\_\_\_

**Date of Birth (DD/MM/YR):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Ministry/Ministries:** \_\_\_\_\_  
 (Check all that apply)

*See reverse  
 for individual  
 ministry  
 descriptions.*

- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ___ Sacristan            | ___ Sacristan            | ___ Sacristan            | ___ Sacristan            | ___ Sacristan            |
| ___ Greeter              | ___ Greeter              | ___ Greeter              | ___ Greeter              | ___ Greeter              |
| ___ Cantor               | ___ Cantor               | ___ Cantor               | ___ Cantor               | ___ Cantor               |
| ___ Instrumentalist      | ___ Instrumentalist      | ___ Instrumentalist      | ___ Instrumentalist      | ___ Instrumentalist      |
| ___ Choir                | ___ Choir                | ___ Choir                | ___ Choir                | ___ Choir                |
| ___ Server               | ___ Server               | ___ Server               | ___ Server               | ___ Server               |
| ___ Thurifer             | ___ Thurifer             | ___ Thurifer             | ___ Thurifer             | ___ Thurifer             |
| ___ Lector               | ___ Lector               | ___ Lector               | ___ Lector               | ___ Lector               |
| ___ Usher                | ___ Usher                | ___ Usher                | ___ Usher                | ___ Usher                |
| ___ Gift Bearer          | ___ Gift Bearer          | ___ Gift Bearer          | ___ Gift Bearer          | ___ Gift Bearer          |
| ___ Eucharistic Minister | ___ Eucharistic Minister | ___ Eucharistic Minister | ___ Eucharistic Minister | ___ Eucharistic Minister |

**Mass Preference:** \_\_\_\_\_  
 \_\_\_ Sat 4:00 (STM)    \_\_\_ Sat 4:00 (STM)    \_\_\_ Sat 4:00 (STM)    \_\_\_ Sat 4:00 (STM)    \_\_\_ Sat 4:00 (STM)  
 \_\_\_ Sat 5:30(OLMC)    \_\_\_ Sat 5:30(OLMC)    \_\_\_ Sat 5:30(OLMC)    \_\_\_ Sat 5:30(OLMC)    \_\_\_ Sat 5:30(OLMC)  
 \_\_\_ Sun 8:30(OLMC)    \_\_\_ Sun 8:30(OLMC)    \_\_\_ Sun 8:30(OLMC)    \_\_\_ Sun 8:30(OLMC)    \_\_\_ Sun 8:30(OLMC)  
 \_\_\_ Sun 10:30 (STM)    \_\_\_ Sun 10:30 (STM)    \_\_\_ Sun 10:30 (STM)    \_\_\_ Sun 10:30 (STM)    \_\_\_ Sun 10:30 (STM)  
 \_\_\_ Sun 12:30 (STM)    \_\_\_ Sun 12:30 (STM)    \_\_\_ Sun 12:30 (STM)    \_\_\_ Sun 12:30 (STM)    \_\_\_ Sun 12:30 (STM)

**Special Scheduling Instructions** (e.g. Susan Smith depends on Mary Jones for a ride; Susan would request to be scheduled *only* with Mary):

---



---

*The Parishes of Our Lady of Mt. Carmel and St. Thomas More*  
**LITURGICAL MINISTER DATA FORM**

**MINISTRY DESCRIPTIONS**

*Ministers are asked to always arrive 10 – 30 minutes prior to Mass, depending on the ministry in which they will be serving.*

<b>MINISTRY</b>	<b>DESCRIPTION</b>	<b>REQUIREMENTS (if applicable)</b>	<b>CONTACT PERSON or COORDINATOR</b>	<b>NUMBER TO CALL FOR INFO</b>
Sacristan	Makes sure items needed for Mass are in place.	High school age and above	Bonnie LaTondress(STM) Celeste Link (OLMC)	468-5049 366-9668
Greeter	Welcomes the people of the congregation in preparation for communal prayer.		Chris Tolbert (STM/OLMC)	493-8232
Cantor	Leads the congregation in singing during Mass. Is usually accompanied by other music ministers.		Chris Tolbert (STM/OLMC)	493-8232
Instrumentalist	Plays an instrument during the Mass, either with or without other musicians.		Chris Tolbert (STM/OLMC)	493-8232
Choir	Sings along with the cantor and/or assembly during Mass.		Chris Tolbert (STM/OLMC)	493-8232
Server	Assists the priest during the Mass. Assists the assembly in worship by praying/singing during Mass.	6 <sup>th</sup> grade age and above. Adults are welcome to serve.	Lee Anne Devine (STM/OLMC)	361-5245
Thurifer	Is the server in charge of incense during the Mass. Is trained to prepare and use incense.	8 <sup>th</sup> grade age and above. Adults are welcome to serve.	Lee Anne Devine (STM/OLMC)	361-5245
Lector	Proclaims Scripture readings, and sometimes the general intercessory prayers, from the ambo (lectern).	High school age and above.	Tom Duffy (STM/OLMC)	363-2419
Usher	Takes up collection and offers hospitality during Mass. Seats parishioners as needed.		Dave Duffy (STM) Bob Dawson (OLMC)	933-2423 368-2607
Gift Bearer	Carries gifts of bread and wine, and sometimes the money collection, to the altar on behalf of the assembly.	Individuals and/or families are welcome to serve.	Julie Robertson (STM/OLMC)	368-7298
Eucharistic Minister	Assists the priest in the distribution of Holy Communion to the assembly.	High school age and above. Must complete training as mandated by the archdiocese.	Doris Tankersley(STM) Darleen Marr (OLMC)	367-4540 368-1504