

Schema for Recognition/Blessing at Mass

This form is to be submitted to Karen Kotara (kkotara@olachurch.org) when you receive confirmation from her that your request has been placed on the parish calendar.

Date and Time of Mass: _____

Group/Ministry Name _____

Coordinator Name _____

Coordinator Email/Phone _____

Do you wish to reserve pews? Yes _____ No _____ If yes, how many pews? _____

- The Ministry Coordinator is responsible for reserving the pews before Mass.
- We have a limited number of reserved signs available, so we ask that the Ministry Leaders print signs for their event. Simply print "RESERVED" on a sheet of paper – print enough to go on both ends of the pews.
- Arrive at least 30 minutes prior to start of Mass to reserve pews, otherwise you may find them occupied.

Will your group provide the following? Please note that volunteers must be TRAINED in the ministry listed below in order to serve, except for gift bearers.

Lectors Yes _____ No _____

Gift Bearers Yes _____ No _____ (would need to check in with Ushers prior to Mass.)

Ushers Yes _____ No _____

Altar Servers Yes _____ No _____

Do you wish to have your group mentioned in the Prayers of the Faithful? Yes _____ No _____

Do you have any questions or special requests?

Date Submitted: _____