

# Point Person

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All liturgical ministers are registered parishioners in good standing with the Catholic Church. The guidelines that follow conform to the theological and liturgical principles in the diocesan guidelines.

## ***Attire and Behavior***

By dressing appropriately, liturgical ministers assist the assembly's focus on the ministry rather than on a minister's personal appearance. Ministers, regardless of age, dress in "business casual" attire. Sneakers/athletic shoes, flip-flops, jeans, T-shirts, sweat/jogging suits, shorts, and skimpy clothing (e.g. spaghetti straps or strapless tops/dresses) of any type are not appropriate, as well as buttons/pins advertising personal agendas, (e.g. political/sports).

Wearing of the liturgical color of the day is encouraged. The liturgical color is listed in the bulletin at the bottom of the upcoming week's calendar. Ministers may be called upon to serve at any liturgy, so always come prepared and dressed appropriately.

Ministers model a respectful and reverent attitude by arriving on time, avoiding distracting behavior during the liturgy (e.g. talking with others), and participating in the entire liturgy.

## ***Substitution Procedure***

The **Point Person** is **NOT** to be considered a substitute minister. He/she should only be called on to substitute when all efforts to find a substitute at the specific liturgy are exhausted. The procedure for getting a substitute follows:

All liturgical ministers are absolutely crucial and essential for the celebration of the liturgy. An untrained individual cannot properly fill this essential role in the liturgy. Schedules are prepared for three-month periods by the parish secretary and sent to each trained minister. Please be present when scheduled, or arrange for a substitute as early as possible. Use the list provided with each ministry schedule to contact potential substitutes. Do not call the Coordinator except as a last resort. When communicating by e-mail, be sure to use an address that is checked frequently. Communication by e-mail should be supported by a phone call if you do not receive a response to your e-mail. Be sure to inform the parish secretary and your coordinator of any changes to your e-mail address or phone number. Once a substitution is confirmed, mark the change on the schedule in the Gathering Area, (eventually posted on the inside door of the Liturgical Ministers closet located in the rear corner of the church nearest to the Gathering Area).

# Day of the Liturgy

## *Preparation Prior to the Liturgy*

1. Arrive **no later than 20 minutes** before the liturgy. Check to see if the scheduled ministers for your respective ministry have arrived by looking for their sign-in checkmark on the liturgical ministers' schedule on the liturgical minister's closet door located on the inside door of the Liturgical Ministers closet located in the rear corner of the church nearest to the Gathering Area. The assigned minister may have forgotten to check his/her name on the schedule. Therefore, please make sure that the minister is not present somewhere in the assembly before attempting to find a substitute.
2. If they have not yet signed in, stand somewhere in the Gathering area to watch for other ministers in your group who may be attending the liturgy. In the event that the scheduled minister does not show up ask another minister who is appropriately dressed to fill in for them. To assist in selecting a substitute, a list of ministers sorted by liturgy will be posted in the sign-in book for reference.
3. Once a substitution is confirmed, change the assignment schedule by first indicating "NS" ("No Show") over the name of the minister who failed to show up. Secondly, indicate the substitute change by writing next to the NS minister the name or initials of the person who filled in.
4. Inform presider that ministers are all present. Note that the Point Person for EMHC/During the Liturgy also informs the presider what the presider's Communion distribution station is (e.g. B1, B4, etc).

## After the Liturgy

1. Let your respective Ministry Coordinator know of ministers who fail to show up for ministry more than two consecutive times. This will enable the Coordinator to contact the minister in case there is a problem that he/she should be aware of.