



# OUR LADY OF MT. CARMEL CATHOLIC COMMUNITY

6723 WHITEFRIARS DR. • HOUSTON, TX 77087 • PHONE 713-643-6673 • FAX 713-643-6674

## LITURGY DEPARTMENT

Director: Miguel A. Vences, staff

**Cell: 281-455-2450 [mvences@olmchou.org](mailto:mvences@olmchou.org)**

Ministries that form the department:

- Sacristans
- Extraordinary Ministers of the Eucharist
- Pastoral Care of the sick and homebound
- Lectors
- Altar servers
- Music
- Liturgical Art and Environment
- School's Liturgical services
- The liturgical aspects of all sacraments as well as liturgical celebrations of any and all ministries (Quinceañeras, guadalupanas, etc) pastoral movements, and guests.

### **Important clarifications and procedures to ensure proper communication order and avoid misunderstandings**

- The director is the responsible party, to the Pastor and the community that each one of the ministries of this department works in accordance to Archdiocesan, ethical and professional standards. For this reason:
- It is necessary that coordinators of each ministry communicate with the director about every and all aspects of their ministry. This includes the scheduling and the content of every meeting. All facilities's reservation requests will be cleared with the director by Estella before they are considered complete. Please make sure you have an "all clear" from Estella before you publicize an event. All communications to and from coordinators and staff should occur through the director. Please do not take offense if you hear: ***"please tell Miguel to tell me"*** from the staff. Also, please use it as often as necessary. ***CHARITY AND COURTESY MUST ALWAYS COME FIRST.***
- All coordinators can have access to any and all documents that pertain to their ministry, but the original must be kept at the church. Please remember this is a potentially problematic issue not only because different copies of documents create confusion but also because of



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the privacy required by some of the personal records kept. To this aim, a dropbox folder will be set up for each ministry so that the director can have the original without restricting access to the coordinators.

### **VOLUNTEER STAFF OF THE LITURGY DEPARTMENT.**

**Sophia Holton**, Head Sacristan

*Cell: 713-449-3097 sacristans@olmchou.org*

**John & Lillian Kozel**, Coordinator of Eucharistic Ministers for English masses

*John's Cell: 832-439-66-34 Lillian's Cell: 281-989-7870 EucharisticMinisters@olmchou.org*

**Guadalupe Ortiz**, Coordinador de Ministros Extraordinarios de la Eucaristía misa en Español

*Cell: 713-551-63-12 MinistrosdelaEucaristia@olmchou.org*

**María Negrete**, Coordinator of Lectors

*Cell: 281-691-2785 Lectors@olmchou.org*

**Vanessa Quiroga**, Coordinator of Altar Servers

*Cell: 832-387-0108 AltarServers@olmchou.org*

### **COORDINATORS' DUTIES:**

- They report to the Director of Liturgy.
- They Keep an updated roster of active ministers and create the monthly schedule for their ministry
- They schedule ministers to serve in special occasions and holydays.
- They keep a file of each volunteer minister and keep records of attendance and absence to meetings, trainings, retreats, as well as a record of how each volunteer fulfills his/her assigned service.
- They are the point of contact for all interested parishioners who wish to become and active minister. They will receive requests for information and will follow up with each person interested.



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-They will schedule, in communication with the Director of Liturgy, trainings and opportunities of formation for their respective ministry.

-They will send communications to all ministers regarding meetings, trainings, etc. This includes TEXT MESSAGES, EMAILS, WHATSAPP GROUP, AND MAIL.

***NOTE: THE OFFICIAL MONTHLY SCHEDULE WILL BE PUBLISHED BY THE DIRECTOR OF LITURGY***

### **UPCOMING TRAININGS AND DAYS OF REFLECTION:**

Saturday, February 6th, DAY OF REFLECTION FOR ALL LITURGICAL MINISTRIES. 9:00 AM to 1:00 pm

Saturday, March 5th, Altar Servers retreat/re-training. 9:00 AM to 1:00 pm

Tuesdays, February 2, (9?), 16, 23, & March 1, Training for Lectors: INTRO TO SCRIPTURE AND THE LECTIONARY. 6:30 - 7:30 in English and 7:30 to 8:30 pm in Spanish

Mondays, February 1, 8, 15, Training for Extraordinary Ministers of the Eucharist: Pastoral Care of the Sick. 6:30 - 7:30 in English and 7:30 to 8:30 pm

### **IMPORTANT REMINDERS**

-Proper attire is very important. Handbooks will include a detailed description.

-Every time you attend mass wear proper attire, in case you are called to serve.

-Communication with your coordinator is very important. If you have a conflict that keeps you from serving as scheduled it is YOUR RESPONSIBILITY to contact your coordinator. You may suggest a substitute but it is the coordinator who will request help and fill in the space.

-PUNCTUALITY, check in with the sacristan or co-sacristan 10 to 15 minutes before the beginning of mass. If you fail to do so, he/she will find a replacement. We will begin using a **necklace/medallion** to denote the Lector and Eucharistic Ministers to serve at the mass.