

Basic Liturgical Ministers Training Registration at a Glance

- All candidates for Basic Liturgical Ministers Training Days must be pre-registered by their parish or high school. Therefore, no personal registrations can be accepted.
- Registration will not be accepted at the door on the day of the workshop. Those not pre-registered and *confirmed* will **not** be able to attend the scheduled workshop.
- All candidates should be known by the parish where they will serve. Therefore, they must be interviewed on the parish level to determine suitability for service as well as the area of service they wish to offer.
- As such, all candidates must provide sacramental proof (certificates) of baptism, confirmation, and marriage, (where applicable) *to their parish office*.
- Please determine a contact person for each parish. The contact person should complete all forms with full names of candidates along with the *non-refundable* \$20.00 registration fee per person made payable to the Roman Catholic Diocese of Brooklyn and forward to:

**The Liturgy Office
The Immaculate Conception Center
7200 Douglaston Parkway, Room 213,
Douglaston, New York 11362.**

- Please notify your participants that a light breakfast will be provided.
- Participants **should bring their own lunch**. Bottled water will be provided.
- Please note that each training session runs from **9:00 AM - 3:30 PM**. Individual tailored schedules are not possible - participants must attend the entire day.
- The process is *not complete* until the Application for Designation for all candidates for Extraordinary Minister of Holy Communion is completed and forwarded to the Office of the Episcopal Vicars for approval.

Note:

Please do not send potential candidates to the workshop without prior registration, as they cannot be accommodated without prior planning. Unfortunately, walk-ins will be sent home.

Questions/Concerns?

Please contact the Liturgy Office on 718.281.9612

LITURGY, MUSIC, ART AND ARCHITECTURE COMMISSIONS
DIOCESE OF BROOKLYN

7200 Douglaston Parkway, Douglaston New York 11362-1997 • Telephone: 718-281-9612 • FAX: 718-281-9613 • E-mail:
 liturgy@diobrook.org

2011-2012 SCHEDULES OF WORKSHOPS AND SPECIAL EVENTS
DIOCESAN LITURGICAL MINISTERS TRAINING WORKSHOPS

**** TRAINING WORKSHOP REGISTRATION FORMS ARE INCLUDED IN THIS PACKET ****

DATE	LOCATION	MINISTRIES	TIME
10/15/11	St. Francis Preparatory High School 6100 Francis Lewis Blvd Fresh Meadows, NY 11365	Extraordinary Ministers of Holy Communion Lectors High School EMHCs and Lectors	9:00AM- 3:30PM
12/03/11	Bishop Kearney High School 2202 60 th Street Brooklyn, NY 11204-2599	Extraordinary Ministers of Holy Communion Lectors Ministers of Hospitality	9:00AM- 3:30PM
3/03/12	The Mary Louis Academy 176-21 Wexford Terrace Jamaica States, NY 11432	Extraordinary Ministers of Holy Communion Lectors High School EMHCs and Lectors	9:00AM- 3:30PM
4/28/12	Bishop Ford High School 500 19 th Street Brooklyn, NY 11215	Extraordinary Ministers of Holy Communion Lectors Ministers of Hospitality High School EMHCs and Lectors	9:00AM- 3:30PM

***Please do NOT call the High Schools listed for information – they are graciously providing space and will not have any information.
 Directions can be found online or by calling the Liturgy Office***

2011-2012 SPECIAL EVENTS

DATE	EVENT	LOCATION	TIME
	Workshops to assist Parish Staff in the use of the Third Edition of the Roman Missal will be announced in September 2011. Additional Workshops sponsored by the Music Commission to be announced.		

REGISTRATION FORMS FOR SPECIAL EVENTS WILL BE AVAILABLE ON DIONET AND

THE DIOCESAN WEBSITE: <http://www.dioceseofbrooklyn.org/ministries/worship>

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ENGLISH WORKSHOP REGISTRATION (SATURDAY) 2011-2012

Diocesan Training for Extraordinary Ministers of Holy Communion, Lectors and Ushers

REGISTRATION IS LIMITED TO THE FIRST 300 PARTICIPANTS

PARISH/ HIGH SCHOOL NAME: _____

ADDRESS: _____ TELEPHONE: _____

CONTACT PERSON NAME: _____ E-MAIL: _____

All workshops start at 9:00 AM and end at 3:30 PM – PLEASE DO NOT CALL THE HIGH SCHOOLS

	DATE	LOCATION	MINISTRIES	REGISTRATION DEADLINE
<input type="checkbox"/>	10/15/11	St. Francis Preparatory High School 6100 Francis Lewis Blvd Fresh Meadows, NY 1136	Extraordinary Ministers of Holy Communion Lectors High School EMHCs and Lectors	9/30/11
<input type="checkbox"/>	12/03/11	Bishop Kearney High School 2202 60 th Street Brooklyn, NY 11204-2599	Extraordinary Ministers of Holy Communion Lectors Ministers of Hospitality/Ushers High School EMHCs and Lectors	11/18/11
<input type="checkbox"/>	3/03/12	The Mary Louis Academy 176-21 Wexford Terrace Jamaica Estates, NY 114325	Extraordinary Ministers of Holy Communion Lectors High School EMHCs and Lectors	2/17/12
<input type="checkbox"/>	4/28/12	Bishop Ford High School 500 19 th Street Brooklyn, NY 11215	Extraordinary Ministers of Holy Communion Lectors Ministers of Hospitality/Ushers High School EMHCs and Lectors	4/13/12

	Last Name	First Name	EMHC	Lector	Minister of Hospitality	HS Student
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please photocopy this form if additional space is needed.

TOTAL NO. ATTENDING _____ @ \$20 per person = _____ Total Enclosed

Please make check payable to: **R.C. Diocese of Brooklyn** and mail to:

Diocesan Liturgy Office
7200 Douglaston Parkway
Douglaston New York 11362-1997

IMPORTANT NOTE: Payment must accompany this registration form. Registration fees are non-refundable and may not be applied to another date unless we are notified before the day of workshop.

I certify that I have personally interviewed the candidates being sent and have found them suitable for ministry.

PASTOR'S SIGNATURE: _____

REGISTRATION FORM MUST HAVE PASTOR'S SIGNATURE

LITURGY, MUSIC, ART AND ARCHITECTURE COMMISSIONS-DIOCESE OF BROOKLYN

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REGISTRACIÓN EN ESPAÑOL PARA LOS TALLERES 2011-2012

Instrucción Diocesana para Ministros Extraordinario de la Sagrada Comunión, Lectores y Hospitalidad

LA MATRÍCULA ES LIMITADA A LOS PRIMEROS 300 PARTICIPANTES

NOMBRE DE LA PARROQUIA/ESCUELA: _____

DIRECCIÓN: _____ TELÉFONO: _____

NOMBRE DE LA PERSONA DE CONTACTO: _____ E-MAIL: _____

Todos los Talleres comienzan a las 9:00AM y terminan a las 3:30PM-POR FAVOR NO LLAME A LA ESCUELAS

	DÍA	LUGAR	MINISTERIOS	Fecha Límite
<input type="checkbox"/>	15 de Oct. 2011	St. Francis Preparatory High School 6100 Francis Lewis Blvd Fresh Meadows, NY 11365	Ministros Extraordinario de la Sagrada Comunión Lectores Escuela Secundaria EMHCs y Lectores	9/30/11
<input type="checkbox"/>	3 de Dic. 2011	Bishop Kearney High School 2202 60 th Street Brooklyn, NY 11204-2599	Ministros Extraordinario de la Sagrada Comunión Lectores Ministros de Hospitalidad	11/18/11
<input type="checkbox"/>	3 de Mar. 2012	The Mary Louis Academy 176-21 Wexford Terrace Jamaica Estates, NY 11432	Ministros Extraordinario de la Sagrada Comunión Lectores	2/17/12
<input type="checkbox"/>	28 de Abril 2012	Bishop Ford High School 500 19th Street Brooklyn, NY 11215	Ministros Extraordinario de la Sagrada Comunión Lectores Escuela Secundaria EMHCs y Lectores Ministros de Hospitalidad	4/13/12

	Apellido	Nombre	EMHC	Lector	Ministro de Hospitalidad	HS Student
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Por favor fotocopie esta forma si necesita espacio adicional.

NO. TOTAL QUE ASISTEN _____ @ \$20 por persona = \$ _____ Total.

Por favor, haga el cheque pagable a: **R.C. Diocese of Brooklyn** y envíelo a:

Diocesan Liturgy Office
7200 Douglaston Parkway
Douglaston New York 11362-1997

NOTA IMPORTANTE: El pago debe acompañar este formulario de inscripción. Las cuotas de las inscripciones no son reembolsables y no pueden ser aplicadas a otra fecha a menos que seamos notificados antes del día del taller.

Certifico que he entrevistado personalmente a los candidatos que han sido enviados y los he encontrado aptos para este ministerio.

FIRMA DEL PASTOR: _____

****LA FORMA DE REGISTRACIÓN DEBE ESTAR FIRMADA POR EL PASTOR****

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Information for Registered Participants

Please copy and provide to Registered Participants Only

- Please **DO NOT CALL ANY HIGH SCHOOL FOR DIRECTIONS** – Contact the Liturgy Office at 718-281-9612 -- If possible Parishes should provide directions from your parish to the High School Specified.
- Check-in begins at **9:00 AM** and the day ends at **3:30PM**. Please do not arrive before **8:00AM**.
- **Continental breakfast** will be served.
- **There will be a lunch break.**
- **Participants should BRING LUNCH**, since time is limited to go outside to purchase lunch, (bottled water will be provided).
- **Participants MUST attend the entire workshop**; special programs cannot be created.

Please Note:

Registered Participants will receive a confirmation of their registration sent via email to their parish before the scheduled workshop.

Since all information is prepared for the individuals registered with a pastors approval, exchanges of participants cannot be accommodated on the day of a workshop.