

*SCHEDULE OF  
WORKSHOPS and SPECIAL EVENTS  
2011 - 2012*



*Sponsored by:  
The Liturgical, Art & Architecture and  
Music Commissions  
Diocese of Brooklyn  
7200 Douglaston Parkway  
Douglaston, NY 11362  
718-281-9612  
718-281-9615 (Spanish)  
718-281-9613 FAX*

**Email: [liturgy@diobrook.org](mailto:liturgy@diobrook.org)**  
**[www.dioceseofbrooklyn.org/parishleadership/liturgy](http://www.dioceseofbrooklyn.org/parishleadership/liturgy)**

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*This sheet contains information regarding the workshop for your candidates. Please make photocopies, and distribute to candidates that you have registered for training. It is NOT a record of their registration for class. All registrations will be confirmed via fax/email contact information provided the Liturgy Office.*

## *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.*

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### **Questions/Concerns?**

Please contact the Liturgy Office on 718.281.9612



## LITURGY, MUSIC, ART AND ARCHITECTURE COMMISSIONS

DIOCESE OF BROOKLYN

7200 Douglaston Parkway

Douglaston, NY 11362-1997

Tel: 718-281-9612 • Fax: 718-281-9613

August 11, 2011

Dear Pastors, Administrators, Parochial Vicars, & Pastoral Associates:

Attached for your use is the 2011-2012 **Schedule of Workshops and Special Events** sponsored by the Liturgical, Art & Architecture, and Music Commissions of the Diocese of Brooklyn. Kindly remember that the Saturday sessions in English and Spanish will be limited to 300 people. **Please note that prompt, complete registrations are a necessity.**

As in the past, I ask your cooperation in the following ways:

- Please ensure that all potential candidates are **personally** screened on the parish or high school level **before** they are sent to a training session.
- Please provide full information on each candidate as requested on the registration form and ensure that the appropriate fees are returned to the liturgy office.
- Since the information for participants is arranged **by their name**, it is important to ensure that their name is correctly provided and clearly typed or printed.
- Please remember that High School students who are either in their senior year or going into their senior year may serve as Extraordinary Ministers of Holy Communion and Lectors for their High School as well as their local parish community.
- High School Students in Public High Schools are registered as all parishioners would be registered noting they are in High School
- High School students attending Catholic High Schools may participate in a special program of preparation that is coordinated by Fr. Kevin Abels.

Last year, many parishioners received incomplete or inaccurate information from their parish, or failed to read the information provided. To assure no difficulties are encountered please provide the information contained within this brochure to your registered parishioners **only once your registration has been confirmed by the Liturgy Office.**

Please note that all this information, and more can be found on Dionet or on the Liturgy Office Website on:

<http://dioceseofbrooklyn.org/ministries/worship/default.aspx>

If we can be of any further assistance please contact the Liturgy Office on 718.281.9612. Thank you in advance for your cooperation in this regard.

Sincerely,

Reverend Frank C. Tumino  
Director

## *Suggested Registration Process for Liturgical Ministers*

The process for determining the suitability for candidates for service at the Altar involves:

- **Observation,**
- **Discernment,**
- **Collection** of information,
- **Review,** and then finally,
- **Training**

### **Observation:**

- Candidates for service at the altar should be known to the parish staff and community. Candidates should express by their words and actions that they are reasonably living their baptismal call to service. Appropriateness for service is also witnessed by proof of their sacramental life.
- As such, all candidates must provide sacramental proof (certificates) of baptism, confirmation, and marriage, (where applicable) to their parish office.
- Review of these certificates should be made during an interview with a member of the parish staff.
- All candidates must be interviewed on the parish level to determine suitability for service, to determine which ministry they wish to participate, and to assist with any concerns the candidate may have regarding their participation, (including marital and family issues).

**Please note:** Generally, it is not advisable to issue a general call for ministers in the parish bulletin or at Mass. Experience has shown that it would be advisable to ask parish staff and existing ministers to recommend candidates for consideration. A general call, while being inclusive has often presented candidates that are ultimately unable to serve.

### **Discernment:**

- All those wishing to serve should be encouraged during an individual meeting with a member of the parish staff that prayer should be part of their process of deciding to serve their parish and diocese.
- In the same way, potential candidates should be made aware that prayer is an integral part of continuing to discern their service and the type of service they will offer.

## Collection of information:

- Before a candidate is sent for training, all documents relating to the sacraments they have received should be in the possession of the parish sending them for training.
- It is not sufficient to say that a certain diocese “does not provide certificates” or that they are “difficult to provide.” All dioceses throughout the world provide certificates for sacramental purposes. The Chancery is willing to assist those people in need of assistance with finding certificates of Baptism, Confirmation, and Marriage.

**Please note:** It is not advisable to send candidates who have not provided sacramental proof. Failure to receive this information beforehand has resulted in parishes having to tell candidates that they are not qualified to serve **AFTER** they have been trained because of issues that should have been previously realized by obtaining certificates of Baptism, Confirmation and Marriage.

## Review:

- It is most significant to ensure that the candidates name is correct as all training information is by the candidate’s full name.
- Likewise it is important to determine the language candidates prefer to use for training.
- In addition, it is important to determine which ministry they wish to serve. Due to the structure of the day, candidates cannot be trained to serve in more than one ministry on the same day.

## Training:

- The training for liturgical ministers is from 9:00 AM – 3:30 PM. Participants should be aware that they must attend the entire day, and that no individual training programs can be accommodated.
- Breakfast is provided, however all participants must bring their own lunch. Water is provided for lunch.
- Training for ministers as to particular parish procedures and customs should ideally take place *before* one serves in the parish.
- On-going training should take place on the parish level.

## Upon Successful Completion of Training:

- Each participant will receive a certificate of attendance/completion.
- Please complete an Application for Designation for all Extraordinary Ministers of Holy Communion who have received a certificate and application.
- The completed Application for Designation is forwarded it to the Office of the Episcopal Vicars. (In doing so, it will be necessary for you to review baptismal, confirmation, and marriage certificates for all candidates.)
- Upon receipt, the Office of the Episcopal Vicars will return two copies of the mandate issued for the EMHC's who will serve your parish.
- At their formal installation, the copies of the mandate are signed and **one** is returned to the Vicar's Office.
- **The other signed copy is to be kept by the parish for recording purposes.**
- Lectors do not need to complete an Application for Designation but should be blessed when Extraordinary Minister of Holy Communion are installed or at another suitable time.

### Please Note:

For information on the **Blessing of Lectors** please see the Book of Blessings; Chapter 61#1827-1845. For the **Installation of EMHC's** please see Chapter 63 #1871-1895.

## Ongoing Support and Continued Education:

- Each year, Lectors and Extraordinary Ministers should be encouraged by means of meetings and opportunities for prayer and continued formation within their parish.
- Lectors and Extraordinary Ministers who attended training more than 5 years ago should be strongly encouraged to attend an update session for their respective ministry.

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

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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	<b>St. Francis Preparatory High School</b> 6100 Francis Lewis Blvd Fresh Meadows, NY 11365	<b>Extraordinary Ministers of Holy Communion Lectors High School EMHCs and Lectors</b>	9:00AM- 3:30PM
12/03/11	<b>Bishop Kearney High School</b> 2202 60 <sup>th</sup> Street Brooklyn, NY 11204-2599	<b>Extraordinary Ministers of Holy Communion Lectors Ministers of Hospitality</b>	9:00AM- 3:30PM
3/03/12	<b>The Mary Louis Academy</b> 176-21 Wexford Terrace Jamaica States, NY 11432	<b>Extraordinary Ministers of Holy Communion Lectors High School EMHCs and Lectors</b>	9:00AM- 3:30PM
4/28/12	<b>Bishop Ford High School</b> 500 19 <sup>th</sup> Street Brooklyn, NY 11215	<b>Extraordinary Ministers of Holy Communion Lectors Ministers of Hospitality High School EMHCs and Lectors</b>	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
	<b>Workshops to assist Parish Staff in the use of the Third Edition of the Roman Missal will be announced in September 2011.</b>  <b>Additional Workshops sponsored by the Music Commission to be announced.</b>		

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

	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\*\*

**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 <sup>th</sup> 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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• E-mail: [liturgy@diobrook.org](mailto:liturgy@diobrook.org)

## **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.