



Our Lady of the Assumption Catholic Church

Schema for Recognition/Blessing at Mass

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This form is to be submitted to Jake Mappes at jmappes@olachurch.org when you receive confirmation that your request has been placed on the parish calendar. **Only submit an original or a scanned PDF. Do NOT take a photo with your cell phone to turn in.**

Date and Time of Mass: _____

Group/Ministry Name: _____

Ministry Leader: _____

Ministry Leader Email/Phone: _____

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

- The Ministry Leader 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 the 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: _____

Gift Bearers: _____ (Check in with Ushers prior to Mass.)

Ushers: _____

Altar Servers: _____

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: _____

Signature of Ministry Leader: _____