

ADDENDUM 3

Scheduling Procedure/Prioritization

Step 1: Throughout the year, planned way in advance (weddings), as they occur (funerals) or are assigned by the Diocese (Confirmation/Penance Services):

- Funerals
- Weddings
- Confirmation
- Penance Service (Advent/Lent)

Step 2: Events scheduled by the staff (listed below) Liturgies

- Weekend liturgies
- Holy Days
- Special Liturgies (Our Lady of Guadalupe)
- Choir rehearsals

Sacramental plus Moments

- Reconciliation
- Baptisms / Baptism Classes
- Marriage classes
- Quinceañeras

School Functions

CGS sessions

YM sessions

Parish Events

- Stewardship Renewal
- BAA
- Multicultural Event
- St Francis Week
- Earth Day
- Alternative Gift Fair

Step 3: Events Scheduled by a staff person acting as the liaison for a ministry

- Welcoming / Meals for the Hungry /
- Young Adults (English and Spanish) / Respeto
- Prayer Group / Legion of Mary / Rosary

Once the staff has scheduled their events for the parish and those where they are Staff Liaison then the calendar is opened to other ministries/groups in the parish.

- Boy Scouts, Cub Scouts, Girl Scouts, Catholic Daughters, Knights of Columbus, etc.