

# Schema for Recognition/Blessing at Mass

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**This form is to be submitted to Jake Mappes ([jmappes@olachurch.org](mailto:jmappes@olachurch.org)) and Karen Kotara ([kkotara@olachurch.org](mailto:kkotara@olachurch.org)) when you receive confirmation from Karen 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 \_\_\_\_\_

Coordinator Name \_\_\_\_\_

Coordinator 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 Yes \_\_\_\_\_ No \_\_\_\_\_

Gift Bearers Yes \_\_\_\_\_ No \_\_\_\_\_ (Check in with Ushers prior to Mass.)

Ushers Yes \_\_\_\_\_ No \_\_\_\_\_

Altar Servers Yes \_\_\_\_\_ No \_\_\_\_\_

Do you wish to have your group mentioned in the Prayers of the Faithful? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any questions or special requests?

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Date Submitted: \_\_\_\_\_