

How to use Broadcast E-Mail to Secure a Replacement Altar Server, Extraordinary Minister or Lector

Please follow the procedure below to find a replacement.

Please note:

- ❖ E-mails without completed information will not be forwarded

PROCEDURE:

Create an e-mail with the following information:

TO: ministers@stbenedictnj.org

SUBJECT LINE: "St. Benedict replacement needed for a <<Identify your MINISTRY>>

MESSAGE BODY:

I am in need of a <<Identify your MINISTRY>> for <<MASS DATE>> at <<MASS TIME>>

SIGNED: <<YOUR NAME>>

EXAMPLE:

SUBJECT LINE:

St. Benedict replacement needed for a READER

MESSAGE BODY:

I am in need of a READER for 1/1/2013 at 11:00AM

SIGNED:

Jane Doe

Anytime after 4:00pm on Fridays, ministers@stbenedictnj.org will not be checked.
Please find a replacement on your own.

Thank you