

November 9, 2009

Dear Lay Ministers,

Attached you will find a "*New*" *Lay Ministry Schedule*. The look of the monthly schedule is new thanks to a computer software program from **Parish Data Management Systems** or better known around the rectory office as **PDMS**.

This new program will assist me in scheduling the Lay Ministers here at Saint Joseph Parish. My job is to "plug" in the data – dates, Masses, number of ministers needed etc. The program also allows me to connect family members (keeping families together), input vacation days, schedule individuals according to Mass preference and dates you would like to serve – or would not like to serve. Based on the information, the program will then "Auto Fill" the schedule, rotating ministers in positions according to need. I couldn't be more excited!

The Lay Ministry schedule is certainly a labor of love and a cooperative effort that requires patience and understanding on all parts. I am confident that we can continue this joint venture along with the help of this PDMS program.

I will now be working on the January & February schedule. If you have any Mass preferences, dates to serve or dates you will not be available to serve, please let me know. Also, if there is any other information you would like to add/change/delete or update at this time, please let me know.

Thank you for your continued understanding and cooperation and for your willingness to serve Saint Joseph Parish in this way.

Sincerely,

Gayle Brick
Coordinator of Parish Ministries