

Ministry Spotlights

WHO:

STA parish ministries may sign-up for a Ministry Spotlight, no more than once during the academic year. **The purpose of the Spotlight is to promote the ministry and not just an event.**

AS EARLY AS POSSIBLE:

- Meet with your ministry members and choose a date and determine who will be available at each Mass (**Spotlight must be presented at all weekend Masses**)
- Contact Tom Budnik, Coordinator of Ministries, and schedule the weekend for your Spotlight
- Divide the tasks among the members: website, brochure, bulletin article, posters, nametags, table décor, etc.

2-3 WEEKS BEFORE

- Check the parish website: is information about your ministry updated and complete.
- Design a brochure or flier and print for handout
- Create 11" x 17" posters about your ministry for building poster areas
- Send a paragraph or two for the bulletin as well as for the resident and student emails.
[Deadline for bulletin & email is 5:00pm on Tuesday: bobby@staparish.net]
[Deadline for TNL bulletin & campus email is 5:00pm on Tuesday: shari@staparish.net]
- Have nametags made for each member who will be representing your ministry.

END OF MASS ANNOUNCEMENT

- contact Shari Reilly <shari@staparish.net> about the after-Mass announcements – who from your ministry will make these and how do they do so.
- The actual announcement must be **no longer than 2 minutes**.

1 WEEK BEFORE

- contact the parish office about any special table needs, easels or for a TV
- special brochure stands for the building exits are available upon request

WEEKEND OF THE SPOTLIGHT:

- Set up table in front of the Head of Christ.
- Easels or a large screen TV are available (request prior to the weekend).
- Your table should be attractive and appealing – something parishioners would want to walk up to and pick up information from.
- Bring your fliers or brochures and nametags.
- Brochures can also be put at exits to catch those who don't want to stop at your table.
- Someone from your ministry can make an end-of-Mass announcement (2 minutes max). This is more for motivation than information (which can be received at the table after Mass).
- Before and after Masses get in to the traffic flow and greet people. Draw people in to your ministry table. Smile. Joy is contagious.