

Novena 2019 Postions and Duties



Position	Duties
Gift Shop	Sales Stock/Re- stock Ste. Anne merchandise Cashier Setup/ Break down
Greeters	Welcome visitors to Ste. Anne Distribute Novena Programs Provide Tours of Church and Chapel
Raffle - Ticket Sales	Person to Person Raffle Tickets Sales Setup/ Break down Tent
Ushers	Assist with collections Help direct people to their seats Direct people during communion Assist at mass
Food Service	Preparing /Cooking Food Serving Food / Clean-up Stock and Deliver Food Setup/ Break down Food Tent
Candle Sales	Candle and Membership Sales Candle Distribution Move candle stock Setup/ Break down Candle Tent
Security / Parking	Direct and help park cars in church lots provide security in parking lots Watch Grounds/Church Give Info/Direction Setup / Break down pylons and signage
Prayer Team	Pray for Petitions to St. Anne pray before each night's services
Daily Site Set-up	Setup / Break down tables, tents, chairs, and signage
Site Clean-up before Novena	(Weeks before Novena) Prepare and clean the plaza, parking lot and church grounds plant and water flowers cut/trim trees fix brickwork

Novena 2019 Committee
1000 Ste. Anne Street
Detroit, MI 48216
Email novena@steannedetroit.org