

## Novena 2020 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
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