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| **Parish positions – fill out to suit all the roles in your parish.**  **Then you can then use this to cut and paste the duty information for your acceptance letters.**  **This is just the original provided by the Diocese.** |
| **Liturgy** |
| Music Coordinator for Children's Choir/Group   * Arrange practice sessions * Be aware of copyright responsibilities and procedures * Planning hymns and music with priests and others * Planning for funerals and other special occasions and liaising with appropriate people * Being aware of requirements for different liturgies |
| Music Minister/Coordinator |
| Organist for Children's Choir/Group |
| Organist   * Arranging and attending practice sessions in church * Maintaining musical equipment & mics * Liaising with clergy and choir director * Reading the mass readings in advance of selecting hymns accordingly |
| Extraordinary Minister of Communion\*   * Attention to training sessions * Attention to roster * Sign in early for mass to coordinator * Attention to good hygiene * Collection of hosts for home and aged care visits at an appropriate time * awareness of need for a respectful attitude and dress code |
| Public Liturgy/Devotions Leader\*  ] |
| Altar Server (junior - under 18)   * Arrive 15minutes before Mass to get dressed into Alb * Be quiet as you dress remembering the sacristy is a sacred space * Wear sensible covered in shoes * Be respectful to priests and other church members who may be present in the sacristy * Organise which role each has * Be aware of hygiene procedures * Be aware of correct placement of items: * The Sacramentary (the heavy Red Book) * The Chalice (cup for the wine) * Purifier (long rectangular cloth) * The Pall (stiff square covered in cloth) * The Paten (plate) * The Corporal (folded cloth) * Wait at back of church with cross and candles * Progress slowly and respectively down the aisle when Priest instructs to do so * Walk with care when carrying wine and water cruets and lighted candles * Set the Altar during the Preparation of the Gifts * Ringing of bells during the Eucharistic Prayer * Hang your cross, alb (robe) and cincture (belt) in appropriate cupboard * Leave Sacristy in a tidy condition |
| Altar Server (senior - over 18)\*   * As above * Valid Working with Children Check required |
| Lector or Reader\*   * Attention to roster * Attending practice and training where provided * Sign in early to mass coordinator * Effective projection of voice * Knowing in advance whether parts of mass sung or read (Resp. Psalm) * Familiarisation with readings in advance |
| Flower arranger   * Maintain artificial flowers where used * Knowledge of budget provided for fresh flowers * Knowledge of liturgical calendar and feast days for special flower arrangements and banners (?) * Able to source palms for Easter * Removal of flower arrangements after use * Maintaining a clean and tidy sacristy * Safety awareness in sacristy around wet floors * Safety awareness around lifting heavy items (vases flower arrangements etc) |
| Altar Society/Sanctuary/Altar Group minister (linen & priest vestments)\*   * Washing and ironing routines and rosters * Proper storage of vestments & linen * Knowledge of church seasons for changeover of vestments * Maintaining a standard of vestments and linen –wear and tear |
| Liturgy Committee minister/Liturgical banners |
| Healing Mass leader |
| Family Mass leader (e.g. Passionists) |
| Usher |
| Greeter |
| Sacristan\* |
| **Pastoral Life of the Parish** |
| Parish Youth Leader |
| Parish Youth Worker |
| Pastoral Associate |
| Parish SRE Coordinator |
| Parish CCD Catechist |
| Parish Sacramental Coordinator |
| Parish Sacramental Team Member |
| **Children's Liturgy of the Word Coordinator/Leader**   * Organise roster * No Children’s liturgy in School Holidays * Valid Working with Children Check Required * Be responsible for training sessions * Coordinate timing when children to leave and return to Mass * Organise collection of Children’s Liturgy material for each session * Liaise with priests * Promotion of Children’s Liturgy Program to families * Provide safe space for Program |
| Rite of Christian Initiation for Children Coordinator |
| Extraordinary Ministers of Communion to the Sick\* |
| Bereavement and Care Coordinator\* visiting homes |
| Bereavement and Care Coordinator\* not visiting homes |
| Money Counter Minister |
| Parish Piety & Bookshop Coordinator or workers\* |
| Parish Finance Committee member\* |
| Parish Pastoral Council member\* |
| Office Administration volunteer |
| Pastoral Visitation Team |
| Collector |
| **Sacramental Life of the Parish** |
| Baptism Preparation Leader (assumes instruction of parents)\* |
| Marriage Preparation Leader\* |
| RCIA Preparation Coordinator (assumes adult is becoming a Catholic)\* |
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| **Care of Church and Parish Property** |
| Garden/Maintenance personnel |
| Church Cleaner   * New volunteers to be shown where cleaning products stored * New volunteers instructed where are how to clean items * Sign in on arrival for WHS purposed * Mass sheets and Hymn Books are taken off seats * All Pews and ledges wiped down with cleaning spray * Kneelers are all mopped over – buckets of cold water and mop no detergent is used for Pews or Kneelers * Altar dusted * All tables around Church are dusted * Confessional at back of Church is dusted and tidied * Downstairs Choir arear dusted and tidied * Choir Gallery upstairs is dusted and tidied periodically * **Sanctuary** is dusted including Tabernacle, Lectern, Credence table, Baptismal Font, Commentator’s stand, Celebrant’s Chair, the Altar, all chairs * Mass Sheets and Hymn Books are placed back on end of seats * Sanctuary Brass & Silver Crosses to be polished |
| **Community Life of the Parish** |
| Social/Women's/Men's Group Coordinator |
| Morning Tea/Hospitality Coordinator  Prepare roster and distribute  Training of volunteers on weekly procedure   * Tables to be set up and Urn turned on * Tea coffee and milk station set up * Food to be displayed * Hygiene procedure to be followed * Spray benches and pack away afterwards * Remove rubbish   Replenish for next week |
| Parish Playgroup Coordinator   * Prepare roster not including school holidays, 2 members per shift * Recruit new volunteers – must hold current Working With Children Check * Train volunteers * Make sure all equipment is safe and clean * Keep updated records of attendees to notify of any changes |
| Parish Playgroup Member   * Arrive on time for rostered shift if unable to attend arrange for a replacement or phone coordinator * Set up interesting play areas on arrival * Meet and greet parents and children on arrival * Have all attendees sign in * Fill out new enrolment forms for new attendees * Cut up fruit and refreshments for children’s morning tea * Turn on urn and have tea and coffee available for parents * Pack up afterwards with help of families * Leave room clean and tidy |
| Prayer Group Coordinator |
| Family Group Leader |
| Bell Ringer Minister |
| Social Justice Coordinator (with contact with the vulnerable) |
| Social Justice Coordinator (administration) |
| St Vincent de Paul Leader Julie to check |
| Prison Minister |
| Library Coordinator |
| Media and Communications Coordinator |
| Parish Bulletin Coordinator |