

Activity title	Description (scope, objectives, responsibilities, tasks, etc)	Contact name, tel and email	Skills and equipment needed	Time commitment
Little Church	Leading the Liturgy of the Word for children	Liz Tildsley 01625 875 667	An ability to talk/arrange activities for/read stories to young children and CRB.	1 hour max prep and 11am Mass once a month/6 weeks. Material provided.
Liturgy Group	Meeting once a month to plan Liturgy and any other special events e.g. Joint Services.	Jacqui Feely 01625 873950 jacquifeely@fsmail.net	General interest in increasing participation in the Mass e.g. member of choir, reader etc.	2 hours for meeting once a month. Maybe some follow-up time to complete jobs.
Baptism Team	Activities include booking a date and admin, visit to the family, assisting at the Baptism and keeping in touch. There is a Baby blessing annually to which all the families with a baby Baptised are invited to celebrate together.	Diane Goodwin 0161 879015	Sensitivity to the needs of families with young children. A willingness to discuss the roles and responsibilities of Godparents and Parents and a knowledge of the symbols used in Baptism and their meaning.	As part of a team it is good for one person to stay with a family over the time of preparation and celebration and keeping the relationship going to offer support.
Preparation for First Sacraments	This can be broken down into several smaller jobs. Talking and discussion with children, 7-8 yrs old parents; arranging and supervising Liturgies, Photocopying, communication with parents and serving refreshments.	Dianne Goodwin 01625 879015	Ability to work in a team, comfortable talking to children/parents CRB clearance General office duties.	An hour to 2 hours every Sunday 10am to 12 noon from January to May. (Or part of that time depending on job.)
Preparation for Confirmation	As above but with 12-13 year olds	Irene Walker 0161 612 1565	As above	As above but 6-30pm-8pm alternate Sunday evenings from Jan-June.
Eucharistic Ministry	Ministering at Weekend / weekday Masses. Special Ministers take Holy Communion to the sick and housebound.	Fr Harry Stratton	CRB clearance for vulnerable people. Training and development available to help knowledge and appreciation of Eucharist.	Mass time if ministering in Church on a rota so turn comes round every 5-6 weeks. If taking Communion out 1hour to 90mins on rota at present every 3 weeks.
/ pto				

Activity title	Description (scope, objectives, responsibilities, tasks, etc)	Contact name, tel and email	Skills and equipment needed	Time commitment
PowerPoint	Design: PowerPoint graphic artwork Assemble: PowerPoint slides for the required content, with appropriate sensitivity to context and solemnity. Run: in a Mass or other service Coordination: ensure projector and laptop are working, rotas, attendance at Liturgy Group planning meetings	Peter Milham 01625 858996	Depends on the activity. Most activities need a familiarity with laptops and PowerPoint. Suits any age, although parental supervision may be required for children.	Advice and training available. Activities are on rota, so commitments can be matched to availability, e.g. running PowerPoint can be once a month at Mass.
Choir	Singing at 11am Mass each Sunday and other Services occasionally as required	Alan Hayes 01625 511254	Willingness to practise each Tuesday evening and have an average singing voice!	11am Mass each week and 1 hour rehearsal time each week.
Musicians	Accompanying choir at 11am Mass and other occasional Services.	Catherine Smith 01625 878566	Ability to play any musical instrument.	11am Mass once every 4-6 weeks on rota.
Altar Linen	Laundering of Altar cloths, purificators etc	Hilary Jarvis 01625 260024	Willingness and ability to wash and iron various linen and cotton cloths and vestments.	2 hours per week average
Altar Servers	To serve on the Altar for Saturday/Sunday Mass	Joanne Harkins 01625 879 359 Brendan Hickey 01625 260 463	Training given. Willingness to learn.	1 hour for Mass every 4-5 weeks. An hour for training or updating occasionally
Flower Arrangers	To help arrange the flowers for the Altar	Pat Broadbent 01625 877 330 Sandra Loutit 01625 872 011	Training given and it would be possible to watch and help in the first instance.	2 hours monthly on a rota.
Piety Stall	To collect key and float before Mass and to open and serve on the Piety stall after Mass at weekend, returning the key and money to the Sacristy.	Brian and Monica McDonnell 01625 877449	Willingness to serve for short time after Mass.	15-20mins after Mass on a rota once every 4-6 weeks.
/ pto				

Activity title	Description (scope, objectives, responsibilities, tasks, etc)	Contact name, tel and email	Skills and equipment needed	Time commitment
Welcoming team	To arrive early for Mass at weekend and organise and distribute Missals and hymn books at the same time talking to people entering Church and especially those not recognised.	Denis and Catherine Slaney 01625 879092	Friendly personality and welcoming disposition. Willingness to be 20-30mins early for Mass.	20-30mins before Mass at weekend on a rota basis once every 3-4 weeks
Sacristan team	To prepare the Church for Mass at weekends. Involves opening Church and car park, preparing hosts and wine, lighting candles etc. Also need to monitor stock of hosts, wine, candles, etc.	Gerard Turnbull 01625 879 932	Knowledge (training available) of what is required and reliability and responsibility with keys and vessels and respect and reverence for sacred articles.	1 hour before Saturday evening and 9am Sunday Mass and 20mins before 11am Mass. 15 mins after each Mass (longer after 11am). A rota should be set up with one person per Mass.
Discussion groups	To lead or facilitate discussion groups for various seasons eg Lent or purposes eg young parents re Parenting	Jacqui Feely 01625 873950 jacquifeely@fsmail.net	Materials available and support given. Could be tackled as a couple/pair or can shadow someone doing this activity.	Variable
Prayer Group	This is an informal group of people who meet regularly to pray together for the needs of our Parish and the wider world.	Mary Rosevere 01625 260 339	The willingness to pray with others	Varies but group meets weekly (except in bad winter weather) for about an hour and a half.
Ministers of the Word - Readers	To proclaim the Readings at Sunday and/or Weekday Masses and to pray the Bidding Prayers when required	Ministers of the Word – Fr Harry Stratton Rota - Anne Marley	Confidence to read the Scriptures with understanding. Willingness to train and practise.	On a rota basis. You choose which Mass and Sunday reading is every 6-8 weeks. Daily Mass is on a sign in system.