

Activity title	Description (scope, objectives, responsibilities, tasks, etc)	Contact name, tel and email	Skills and equipment needed	Time commitment
Weekly Newsletter	Information for the weekly newsletter comes from diverse sources. Currently assembled, photocopied and folded, also put on the website. Copies of weekly bulletin are provided to St Pauls school for distribution to parents.	Michelle Huntley / Sarah Kalnins / Father Harry Stratton / Nora Armstrong Boyle	Newsletter currently produced in Microsoft Word.	4 hours per week; 3hrs-ish per week to assemble?, with another hour to copy & fold.
Parish Directory	A summary of parish activities, printed and on the parish website content Liaise with printers if reprint is needed. Work with website owner (Martin Wilson) to keep website up to date.	Peter Milham / Martin Wilson	Content in Microsoft Word.	Two days per year
Parish Post-box	Tray provided for exchanging post between parishioners, needs monitoring so that uncollected post is chased/removed.	Dennis Slaney	Administration	1 hour per month
Parish community presence	Parish website: maintains up to date details of parish events and news. Social media: parish Facebook page Community: local community websites have parish information and links. Information: through local outlets, e.g. the information centre and the library.	Martin Wilson for parish website (plus others who have relevant contacts)	A team is needed to create, vibrant, relevant and up to date information. IT skills are needed, eg the web site is in WordPress	1-2 hours per week across of team.
Parish links with schools	There are close links with St Paul's Primary school, and All Hallows. Catholic children and youth of the parish also attend other schools in the area. Several schools regularly visit the church and are given welcoming talks on the Church and the Catholic faith.	Fr Harry Stratton / Nora Armstrong Boyle / Jacqui Feely	A team of people is needed to maintain these links.	Unknown.
/ pto				

Activity title	Description (scope, objectives, responsibilities, tasks, etc)	Contact name, tel and email	Skills and equipment needed	Time commitment
Parish database	An list of parishioners and their contact details is needed. In 2011 Chris Nuri has combined the diverse lists held by the parish. Need to improve the quality of the list, manage any confidentiality needs and conform to data protection regulations.	Chris Nuri / Peter Milham / Martin Wilson	A team needed with relevant administration skills, to plan and manage maintaining an up to date list.	Unknown.
Post communion speakers	The parish organises a small number of external speakers each year. Also parishioners explain and ask for support (Gift aid, CAFOD, Racial Justice, etc).	Fr Harry Stratton	Interest in organising speakers, dovetailing with other key parish dates and activities.	2-3 hours over a month, will need attendance at masses where speaker is planned (to help organise any logistics).
Press relationships	Currently Fr Harry writes an article for the Poynton Post (paid for collaboratively by Churches in Poynton). We need to continue to promote our parish activities and the Catholic Christian message.	Fr Harry Stratton / Nora Armstrong-Boyle	Interest in press relationships. Experience of wordprocessing and access to email likely to be an advantage.	3-4 hours per month, depending on how the role develops
Parish banners	The church can proclaim its Catholic Christian message through banners used either inside the church or outside. Such banners have been successfully used over the Lent period.	Fr Harry Stratton / Mary Fitton / Peter Milham	Interest in promoting the Catholic Christian message through graphic arts	Irregular depending on the season to be celebrated and the form the banners take.
Notice boards	The church has three main notice boards, one in the porch for news and information, and two at the back of the nave used for celebrating the children and youth activities.	Margaret Waring		1 hour a week to keep the notice boards in good order, removing out of date information.
Newspapers, periodicals and other newsletters	The parish makes available a number of items, paid and free. These are held in the porch.	Fr Harry Stratton / Peter Molloy		1 hour a week to keep the items in good order, removing out of date information, and reviewing quantities of items ordered.