

Activity title	Description (scope, objectives, responsibilities, tasks, etc)	Contact name, tel and email	Skills and equipment needed	Time commitment
Parish office	Administering affairs in the parish office; to ensure phone calls and emails get answered, post and emails gets to those who need it, information is provided when wanted. For example booking baptisms, funerals, fire safety checks, church visits, Mass time enquiries. Record all births, marriages & deaths in registers and Confirmations. (Fr Harry Stratton will remain the diocesan contact point for the parish).	Fr Harry / Michelle Huntley / Sarah Kalnins	Needs a small group who are interested and can commit to regular weekly involvement.	At least half a day per week, with rota to ensure sufficient admin support and office cover is provided.
Utility charges	Read gas and electric meters & phone in (based around church, presbytery & school, and check against bills received	Fr Harry / Michelle Huntley / Sarah Kalnins		1 hour per month
Church supplies	The parish office, Church services and the parish activities use consumables that need re-ordering and checking deliveries; e.g. paper, general stationery, photocopier toner, hosts, wine, candles, Christmas/Easter Mass time cards, diaries, etc.	Fr Harry / Michelle Huntley / Sarah Kalnins		2 hours per month
Parish Library	There is a selection of religious books and periodicals in the Upper Room, Server's room and sacristy.	Father Harry Stratton	Needs to be managed and monitored, so that parish demands are appropriately met	1 hour per month
Rotas	There are various rotas for existing activities, some organised by those involved in the activity. This thought to be working well, but there will be some opportunities for shadowing and succession at times.	Anne Marley/ Maria Briggs	Most rotas are word processed and distributed using email or paper.	Usually about 1 hours every two months
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Papers at the back of church	A wide variety of papers are available, and these need to be ordered, sales monitored, and changed each week	Peter Molloy	Ensure that the orders are sufficient to meet expected demand, and that they are arranged in the porch area.	1 hour per week(Friday /Saturday) to organise up to date papers for the weekend attendance.
Parish keys	There are 4 or 5 sets of keys to the Church, the safes, Presbytery, Community Rooms and Vernon School car park. Key holders need to be known in case of emergencies, and when access by parishioners as needed	Fr Harry Stratton	Key holders need to be readily available.	Infrequent, but could be at unsocial hours (e.g. if Presbytery was broken into)
Opening and closing the church	A team of parishioners need to be identified to open the church daily, with the aim of retaining the availability of the Church for private prayer during the weekdays	Fr Harry / ?	Probably useful to live close to the sites. (may be part of sacristan's role)	On rota.
Community Room hire	Holding diary and taking and entering bookings.	Tracy Derbyshire		
Money, counting and banking	Floats and donations come from the Mass collections, candle boxes' and other boxes e.g. piety float box. The parish has its bank account at RBS. Personal safety and carrying heavy coins is an issue.	Gerard & Pauline Miller / Mary Doyle	Count and reconcile monies (both notes and coins).	Weekly, usually 2-3 hours on Monday mornings.
Parish office finance	Check invoices & write out cheques (awaiting signature), remittance slips & envelopes. (The signing of cheques will be the responsibility of Fr Harry Stratton.)	Fr Harry / Michelle Huntley / Sarah Kalnins / Nancy Riley (petty cash)		1-2 hours per week
Gift aid	St Paul's parish uses gift aid. This requires management, currently happily provided by Peter Doyle.	Peter Doyle	?	?