

VOLUNTEERING MINISTRIES IN THE LEFEVRE CATHOLIC COMMUNITY

as at, October 2022

(the following, is a brief description of roles & duties –
for further details on ministries, please contact the Parish Office)

- AT SACRED HEART CHURCH SEMAPHORE - (12 noon Masses Wednesdays & Fridays;
6pm Mass Saturdays & 11am Mass Sundays)
- AT OUR LADY OF THE VISITATION CHURCH TAPEROO – (9am Mass Sundays)
- AT OTHER SPECIAL OCCASION MASSES AT BOTH CHURCHES
- IN OTHER AREAS WITHIN THE PARISH

1. Parish Pastoral Council and Parish Finance Council

These 2 bodies are the principal leadership groups for the Parish.

Members are nominated by the Parish Priest, but recommendations for nomination are welcome.

○ Parish Pastoral Council

The Parish Pastoral Council supports the Parish Priest in sharing the responsibility for building a vibrant, caring and welcoming community focused on living the Gospel of Jesus in word and action and to serve the Parish community.

○ Parish Finance Council

The Finance Council oversees all the Parish's income & expenditure and the yearly budget. The Council approves expenditure on various projects and manages the Planned Giving Programme.

2. Church Cleaning

Teams of 2 people clean the Churches –

- **At OLV Church**, each team will clean once a month;
- **At Sacred Heart Church**, each team will clean twice a month.

Cleaning duties include:-

- Dusting & cleaning surfaces & pews;
- Vacuuming carpets;
- Emptying bins;
- General tidying of the church, sacristy & workrooms;
- Sweeping & mopping floors.

(Note – no cleaning of toilets is required by volunteers as all toilets are cleaned weekly by hired cleaners).

3. **Wardens** (at OLV only) (please arrive 30 minutes before Mass starts)

Unlock all gates, church doors & toilets and lock up again after Mass.

(Note - on the OLV Roster, the Warden is also the Welcomer).

4. **Welcomers** (please arrive 30 minutes before Mass starts)

- At OLV Church, the Welcomer is the Warden rostered for that week;
- At Sacred Heart Church, separate teams of 2 people are the Welcomers each week (on a roster system);

Greeting duties include:-

- Welcoming parishioners & visitors to Mass as they arrive at either the main entrance doors or the side entrance doors;
- Distributing the weekly parish bulletin;
- Helping anyone with information & enquiries.

5. **Commentator**

One person rostered each week (at whichever Mass time is suitable) to commence the Celebration of Mass.

(Note – a Commentary sheet is prepared with all details & information to be read out at Mass).

6. **Readers of the Word**

Two people rostered each week (at whichever Mass time is suitable) to read either the 1st or 2nd reading at Mass.

• **At OLV Church:**

- the 1st Reader also reads the Responsorial Psalm, but sometimes a Cantor may sing the Psalm;
- the 2nd Reader also reads the Introduction to the Gospel – sometimes the *Alleluia* will be sung, then the Introduction is read, then the *Alleluia* is sung again.

• **At Sacred Heart Church:**

- the 1st Reader may also read the Responsorial Psalm, but most times a Cantor will sing the Psalm;
- 2nd Reader may also read the Introduction to the Gospel, but most times a Cantor/or Choir will sing the Introduction and *Alleluia*.

7. **Prayers of the Faithful**

This Ministry is covered in 2 ways –

- There is a team of Prayers of the Faithful writers who compile & write the prayers each week for the 1 month that person is rostered on to do so.
(Note – sample prayers are provided and can be used as they are or adapted accordingly – you can also write your own prayers).

- The Prayers of the Faithful writers also give the information required for the Commentary sheet each week (**Note** - samples will be provided).
- One person is rostered each week (at whichever Mass time is suitable) to read the Prayers of the Faithful at Mass from the sheet prepared.

8. Presentation of the Gifts (Offertory)

Bringing forward the gifts of bread and wine for Holy Communion.

- At the Wednesday & Friday Masses at **Sacred Heart Church**, the Offertory is performed by volunteers organised by the Sacristan on the day.
- At the weekend Masses at **Sacred Heart Church**, the Offertory is performed by the Readers who are on the roster for that Saturday night Mass or that Sunday morning Mass.
- At the Sunday Mass at **OLV Church**, the Offertory is performed by two volunteers who are on the roster for that Sunday.

9. Extraordinary Ministers of the Eucharist (Holy Communion)

Three volunteers are rostered at one of the weekend Masses at either Church to help Fr Roderick with the distribution of the body & blood of Christ. ***

*** *At present, due to COVID restrictions, no Extraordinary Ministers are required – Fr Roderick will solely distribute Holy Communion.*

10. Sacristans - Volunteer Sacristans are required for:-

OLV Church:

- The Sunday Mass at 9.00am

Sacred Heart Church:

- The Wednesday & Friday Masses at 12 noon and the weekend Masses on Saturday at 6.00pm and Sunday at 11.00am

and at other special Masses or occasions (eg. Special Feast Days, Holy Week, Easter, Christmas, and Baptisms).

(**Note** - At the Saturday night Mass and the Sunday morning Mass at **Sacred Heart Church** the Sacristan opens & closes the Church (for Mass) and the Parish Office (for access to the toilets).

The Sacristan duties include:-

- Setting up the Offertory Table, the Hosts and the carafes of water & wine;
- Placing the key in the Tabernacle;
- Light the Candles on the Altar before Mass starts;
- Keep the candles on the Altar in good condition;

- Check tealight candles & matches are available at Mass (and extinguish all candles before leaving the Church);
- Prepare Altar Server candles – **If there are Servers in attendance**
- Keep the Altar Server Candles in good condition;
- Set up the Lectionary on the Lectern;
- Set up Hand Sanitisers;
- Check Holy Water in the Church Fonts at the entrances; ***
- Finger bowl with water on the Offertory Table; ***

*** *At present, due to COVID restrictions, there is to be no Holy Water in the entrance Fonts and no finger bowl of water on the Offertory Table.*

Setting up for a Baptism:- (Baptisms can take place either during the Mass or after the Mass)

At Sacred Heart Church & OLV Church –

- Prepare baptismal water, fonts, handtowel, oils and candles;
- Check paperwork & booklets are ready;
- If the Baptism takes place during the Mass, at the end of Mass, tidy everything up;
- If the Baptism takes place after the Mass, Fr Roderick or the Parish Secretary will attend to the tidying up and closing the Church.

11. **Altar Servers** ***

Confirmed Catholic children (both boys & girls) are invited to join our Altar Servers' Teams after the end of our Family Faith Formation Programme (preparation for Confirmation & First Holy Communion) each year, but any Confirmed Catholic child can join the Altar Servers' Teams at any time throughout the year.

Training is provided. Children are always supervised, and parents are welcome to be present during training sessions and whilst children are serving at Mass.

Both **Sacred Heart Church & OLV Church** have groups of Altar Servers who assist Fr Roderick with various tasks during the Mass.

*** *At present, due to COVID restrictions, our Parish is not using the services of primary school-aged children for Altar Serving.
Once restrictions are lifted, we will invite children to participate.*

12. **Collectors**

At Sacred Heart Church –

- There are 4 Collectors at each Mass who take up the 1st & 2nd Collections. ***

At OLV Church –

- There are 6 Collectors at each Mass who take up the 1st & 2nd Collections. ***

*** *At present, due to COVID restrictions, only the Collectors handle the nets.*

13. **Collection Counters**

There are teams of counters who count the collection monies from all the weekend Masses. These teams run on a roster basis. For further information regarding this Ministry, please contact the Parish Office.

14. **Church Flowers**

At both **Sacred Heart Church** and **OLV Church**, a volunteer attends to the artificial flower arrangements.

15. **Washing of Linen**

At both **Sacred Heart Church** and **OLV Church**, a volunteer attends to the laundering of all the Church linen.

16. **Liturgical Decorations**

At both **Sacred Heart Church** and **OLV Church**, a volunteer prepares the Liturgical Decorations for the Churches.

17. **Musicians, Singers & Cantors**

At both **Sacred Heart Church** and **OLV Church**, groups of musicians, singers & cantors play instruments and lead the singing of hymns & psalms at the weekend Masses (this is on a roster basis).

Both Churches have an organ & piano (or a combined one), but other instruments used are supplied by the musicians.

18. **Children's Liturgy**

The Children's Liturgy Programme is designed to bring the Word of God to children with the same format as used in Mass. All children of school age are welcome to attend, but for younger children, a parent or caregiver must join in.

Sessions are held during School Term Dates on the 1st Sunday of the month at the 9.00am Mass at **Our Lady of the Visitation Church**, Taperoo only.

The programme is run by a Facilitator and an assistant. The 25-minute sessions are held in either the Stella Maris House or the Veritas Centre (both located adjacent to the Church). Parents & Caregivers are welcome to accompany their children if they wish.

The Facilitator prepares the space before Mass starts, prepares the resources to be used at each session and tidies up the space at the end of Mass.

19. **Morning Teas**

At OLV Church –

Held on the 1st Sunday of each month from February to December;

The Parish Secretary organises this before Mass and then has 2 people to help serve the morning tea & tidy up afterwards;

At Sacred Heart Church –

Held on the 3rd Sunday of each month from January to November;

There are 2 helpers for each month on a roster system;

Duties include:

- The refreshments, tables & chairs are set up before Mass;
- All attendees are served their tea & coffee then help themselves to the refreshments;
- Clean up and wash & dry dishes afterwards.

20. **Parish Liturgy Committee**

The Liturgy Committee works with Fr Roderick to bring our diversity of gifts and ministries to the worship of God and the service of the community; advises Fr Roderick on implementing our Church's calendar, invites parishioners to join in the various ministries, arranges training and creates the volunteer rosters.

The Committee meets every 2 months on the 1st Tuesday at 5.30pm in the Parish Meeting Rooms at 253 Military Rd, Semaphore. Meetings usually run for about 1 hour.

New members are always welcome to join the Committee.

21. **Gardening Groups**

At Sacred Heart Church and OLV Church –

The teams look after the grounds & gardens – attending to the watering, maintenance & upkeep.

Occasional “working bees” are held at both Churches throughout the year when extra gardening or tidying up is required.

22. **Visiting the Sick and Communion Visitors**

A team of Pastoral Visitors visit the sick and take Communion to them (if they are a Eucharistic Minister) in hospitals, nursing homes and private homes.

If you would like to join the team, please discuss this with Fr Roderick.

The team members are trained and need to comply with regulations relating to Clearance Checks.

Training is provided by the Parish for all Ministry services.

You are most welcome to volunteer for more than one Ministry, but please keep in mind that:-

- You can only serve at one Mass time in one weekend;
- Service is on a roster basis and you can nominate which Mass time/s suit you;
- Commit to replace yourself if you are unable to fulfil your roster at any time – phone numbers of other volunteers will be provided;
- Attend appropriate training sessions;

The Parish Rosters run from the 1st Sun in Advent until the last Sunday of the liturgical year.

If you would like to volunteer, but can't commit to being on a roster, you are more than welcome to be a Reserve in any of the Ministries - you could be called upon to replace someone who can't attend on their rostered day or someone who has not arrived on the day for their specific role, and you may be able to fill in at those times.

All supplies of hosts, wine, candles, cleaning products, etc. are provided by the Parish.

Volunteers for Ministries

If you wish to join a ministry, please contact the Parish Office on 8449 6378 or
Email: lefevre@catholicparishes.com.au

**ALL VOLUNTEERS OVER THE AGE OF 14 MUST COMPLETE A
WORKING WITH CHILDREN CHECK CLEARANCE APPLICATION
(as required by the Adelaide Archdiocese)**

This is done through the Parish Office at no cost to volunteers and once your application is approved by the Department of Human Services, you will be able to volunteer in our Parish in your chosen ministries.

Thank You

