ADMINISTRATION AND FINANCE

Parish Pastoral Council: Meets on the Second Sunday of each Month at 10.00 am (Not December or January). Period of Service usually for two years.

Parish Finance Committee:
Meets about four or five times a year (as needed) to administer the Finances of the Parish – budgeting etc. Members would probably need some expertise/experience in Financial Administration.

Collection Counters: Monetary offerings are counted each Monday morning at the Parish Office:

Parish Office Support: Give regular time to maintain parish registers, make phone calls as follow-up to activities. People familiar with Publisher, Excel, PowerPoint could help with the preparation of Bulletins and PowerPoint Hymn presentations for the weekend.

ANNUAL EVENTS

Children’s Christmas Mass Helper: This Mass, celebrated on Christmas Eve, requires additional preparation, including rehearsals with children prior to the Mass. Help is needed with costumes, music, liturgy preparation, rehearsals. Would work with Gary Blackett.

Easter Liturgy Preparation:
The Easter Triduum begins with the evening Mass of the Lord’s Supper, commemorates The Passion of the Lord on Good Friday, reaches its high point in the Easter Vigil and closes with Evening Mass on Easter Sunday. THE CELEBRATION OF THE TRIDUUM IS THE CULMINATION OF THE ENTIRE LITURGICAL YEAR.
Because this is such an important time, this group would help with the preparation and organization of all the ceremonies for the Easter Triduum

ECUMENISM:

Ecumenical Group: Our Vision, as outlined in The Catholic Diocese of Darwin Strategic Pastoral Plan 2011-2015 states that in being an all-inclusive community we engage in ecumenical activities and interreligious dialogue. We want to begin ecumenical activities with the other Churches of Nightcliff. Proposed Palm Sunday combined service of the Blessing of the Palms at St Paul’s and an Easter Sunday Dawn Service on the Foreshore.

EDUCATION AND FORMATION

Catholics Returning Home: This group has a specific and ongoing focus – to reach out to and “welcome home” Catholics who have become disconnected from their faith community.

Adult Scripture Group: Proposed that this group meets each Monday evening. Will begin with simple Introductory course on the Old Testament (People of the Book – the Scriptures Jesus loved) and continue with an Introduction to the New Testament (The Good News – the Scriptures Jesus lived).

Children’s Sacramental Team: The Team consists of catechists and assistants who are responsible for preparing children and parents to celebrate the sacraments of Penance (Reconciliation), Confirmation and Eucharist. Planning meetings are held before the beginning of each of the three programs.

State School Catechist: There are many Catholic children in the area’s State Schools. Teaching is done in different block times. Resources and in-servicing are available through Sr. Rita

HOSPITALITY

Greeter at Church Entrances and Social Events: It is good to feel as though you belong. This sense of belonging begins as we arrive at the church or parish function. Maybe that is your gift – the ability to make people feel welcome.

Monthly Cuppas after Mass: “Hospitality Sunday” is held after Mass on the last Sunday of the month following the Children’s Mass. A group of people is needed to set up tables and refreshments before Mass and welcome attendees after Mass. There would be other special occasions through the year as well.

BBQ / Social Events: On these occasions many hands make light work. Tasks include setting up the BBQ (if required), chairs and tables; catering and serving.

Church Noticeboard Caretaker: The entrance and gathering space of our home makes an impression on visitors. So too at our church. Regular updating of news and information on noticeboards, keeping them visually attractive and tidy are small signs of welcome to the visitor or newcomer.

Events Reporter for “Unity”: The diocesan magazine is published every three months. News from the parishes is required on a regular basis. This ministry involves attending and recording the events of our parish life and sending it to the Diocesan Office for printing. Writing skills are an advantage. This ministry could be shared amongst a few “journalists”.

Photographer: An opportunity for people to contribute to the record-keeping of our parish’s liturgical and social life. Photos are needed to accompany articles for Unity, and the parish website.

Hospitality Team: A group who co-ordinates and plans parish activities and perceives needs in order to build welcoming communities.
### Welcoming New Parishioners:
We would like to be able to recognise and welcome each new member of our parish. May involve contacting the new family when they are settling in.

### WORSHIP: PREPARATION

**Baptism Preparation Team:** The Baptism Preparation team would ideally be a couple who meet with parents who have asked to have their child/children baptized. Training and formation is required.

**Liturgy Preparation Team Member:** This group prepares Sunday and special occasion liturgies, and identifies the liturgical needs of the parish.

### WORSHIP: CELEBRATION

**Mass Ministries**

**Commentator:**
Primarily at Sunday Eucharist, welcomes the Assembly to the celebration, and assists the Presider where necessary during the liturgy. Leads the Liturgy at each of the Masses with a prepared Commentary.

**Children’s Liturgy of the Word Leader:** Children’s Liturgy of the Word is a time of prayer for young children, Prep and older, and occurs during the 8.30 am Sunday Mass. Leaders lead the children in a simplified Liturgy of the Word in a place other than the church. Age-appropriate material is provided. Training is required. Ochre Card is necessary.

**Minister of The Word:** Ministers of the Word (Readers) boldly and effectively proclaim the first or second scripture reading at the Mass they attend. Training is required and ongoing formation is necessary, at least once a year.

**Procession of Gifts / Family Service:** Involves helping to prepare for the Liturgy of Eucharist by setting the altar and bringing the community’s gifts of bread, wine and money to the altar.

**Collection of Monetary Gifts:** A simple task of supervising the collection boxes, their movement through the pews, and delivering the collection to the gifts bearers.

**Minister of Communion:** Ministers of Communion assist by distributing Holy Communion at Mass or Sunday Celebrations of the Word and Communion. Training is required and ongoing formation is necessary, at least once a year.

**Art and Environment:** Creating a sacred space through the use of flowers, banners, art and symbols assists us in prayer. Knowledge of the Church’s liturgical year assists these ministers to create this sacred space. Time for preparation is Saturday morning following Mass. Extra time may be needed for special days such as First Holy Communion etc.

**Musician and Singer:** The Church’s liturgies and our prayers of praise are enhanced by music. Church musicians and singers seem to be scarce but the talent must be there!

**PowerPoint/Audio Operator:** Operates the Data Projector and CD player from the back of the Church. Some training needed, but fairly simple.

**Sacerdote:** Sets up before the liturgy, usually Sunday Mass, by ensuring all sacred vessels, Lectionary, elements of bread and wine etc. are ready for the celebration. Ensures all is put away after Mass.

### MAINTENANCE

**Carpentry/Electrician/Plumbing:** It’s handy to have someone to call on for those small repair jobs or building projects that sometimes arise.

**Church Cleaning:** This is a simple ministry in the sense that nearly everyone can do what is necessary to keep the Church clean. Volunteers are needed for Saturday mornings. Volunteers get a turn about once every four weeks.

**Church Linen Washing:** Mainly washing the linen articles – purifiers, corporals, hand towels and sundries.

**Gardens and Yard:** Help to keep lawns mowed, trees trimmed and garden beds tidy.

**Sewing:** Sewing banners, altar cloths, lectern drapes, baptismal garments for infants and adults, simple repairs etc.

**Cleaning Office/Presbytery** About once a fortnight to clean the office/presbytery area. Usually on a Saturday morning but it is negotiable.

### OUTREACH

**Aged-Care Facility Pastoral Visitor:** The Pastoral Visitors take communion to the “enclosed”; goes to Masses celebrated there, pray with them; link them to the wider faith community.

**Driver to Mass:** These people are able to give a lift to Mass for those unable to do so for various reasons but who wish to remain part of the worshipping community.

**Minister of Communion to the Housebound:** This ministry links the “home-bound” with the celebrating community through the Sacrament of Christ’s Real Presence.

**Visitor to the Housebound:** This is becoming a necessary ministry with an increasing number of housebound people needing to maintain contact with the church community through regular visitation and maybe some help with shopping and cleaning in the home.

**Hospital:** Specialised ministry to RDH and Darwin Private Hospital. Requires training and accreditation through the Chaplaincy Service at the Hospital
PARISH / CHURCH ORGANISATIONS

OLSH/MSC/Canossian Associates Groups: A great way of meeting people offering support in a time of prayer and a social setting. Ideal for families, including couples and singles.

St Vincent de Paul Member: Members belong to the St Paul’s Conference. Contact the Regional President for more information.

St Vincent de Paul Shops:
There are two shops in Darwin that service the needs of those less fortunate than us. Volunteers are always welcome. Contact the Regional President for more information.

PRAYER
Our parish has opportunities for group prayer.
Using our gift of prayer we are able to pray for the needs of our parish, our country and, indeed, the world. Regular prayer opportunities are advertised in the Parish Notices and in the Bulletin. Jesus Youth meets on Wednesdays at 6.30 pm. There is a Holy Hour every First Friday between 4.00 pm and 5.00 pm with Benediction. (Indicate if another time would suit you better). Malayalam speaking Prayer Group meet at 6.00 pm on First Fridays with Exposition and Benediction. There is a recitation of the Rosary following Mass on Saturday mornings.

RITE OF CHRISTIAN INITIATION OF ADULTS (R.C.I.A)
R.C.I.A. is the process for those interested in the Catholic faith or discerning an interest in the Catholic Church. The R.C.I.A. Team needs people willing to welcome people inquiring about the Catholic faith, and plan ways of organizing and implementing the process in the parish.

Companion: The R.C.I.A. Companion joins the programme to share their own faith journey with those preparing for baptism. A commitment of 1½ hours each week, (Monday nights) excluding school holidays from September to April.

Prayer Partner: Those preparing for initiation into our faith need our prayers. Your prayers are needed. You may wish to pray for a particular catechumen or candidate. Find out the name and let them know that you are praying for them.

Sponsor: The R.C.I.A. sponsor journeys with the catechumen or candidate and accompanies him/her to each catechetical session and through the process of receiving the Sacraments.

FOR THE YOUNG
Children’s Mass Commentator: Students who are old enough to be able to lead the Children’s Mass.

Minister of the Word: Students are able to proclaim the first or second readings. Training and formation is necessary.

Minister of Communion: Senior students who are able to assist the priest by distributing communion at the Children’s Mass. To serve the community in this way is to serve the Lord. Training and formation is necessary.

Musician – Youth: Music can help shape the liturgy and can express our prayers of praise. Drummers, guitarists, keyboard players, and other instrumentalists most welcome.

Singers: Singers support and lead the Assembly’s songs of praise Singers of good voice are most welcome at any Mass to lead the singing.

St Vincent de Paul Buddies: This is a group of young people who “buddy” themselves with children, 8-12 yrs age group, for friendship and fun activities once a month.