Parish Lay Ministries

There are numerous opportunities to share your gifts and talents to support the activities within our parish of Our Lady and St Bridget’s.

“Many hands make light work” – The greater the number of people involved means less of a burden on individuals. There is no need to wait to be asked, **please volunteer**.

We are all part of the church community.

‘Here am I among you as one who serves’ (Lk.22:27)

‘Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.‘ (1 Peter 4:10**)**



*Please see the Parish Website for this document.* [*http://www.westcaldercatholicchurch.org/*](http://www.westcaldercatholicchurch.org/)

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# Liturgy

## Children’s Liturgy

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| --- | --- |
|  | Children’s Liturgy |
| Role  | To help the children of the parish reflect on the Gospel story through discussion, prayers, songs and other activities.  |
| Duty | Two people lead the 20-minute session during mass.Preparation of session is required beforehand using a Children’s Liturgy book and 5 minutes before and after mass is required to set up the alcove area i.e. arranging the chairs. |
| Skills / Talents | Willing and keen to work with children to share with them the Gospel |
| Training | Training and support can be provided by existing Children’s Liturgy team. |
| Commitment | You will be part of a team rota where the current commitment is to help once every 2 month. |

## Extraordinary Minister of the Eucharist

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| --- | --- |
|  | Extraordinary Minister of the Eucharist |
| Role  | To serve the parish by assisting in the distribution of Holy Communion at daily and Sunday Mass and by taking the Eucharist to the sick and housebound in the community |
| Duty | This minister is commonly known as a `Eucharistic minister ` or `Special minister` of the Eucharist. It is a special lay ministry to assist the priest with the distribution of `Holy Communion` at Holy Mass and out with Mass as directed by the priest.The person chosen by the priest will be in good standing within the Church, receive training and support and then be commissioned by the priest to serve the parish community.It is a very rewarding ministry to be involved with and much appreciated by the priest and parish community. |
| Skills / Talents | The Eucharistic Minister is a confirmed Catholic in good standing with the Catholic Church. They must be commissioned to distribute the Eucharist. |
| Training | Training and ongoing support will be provided for this role.The archdiocese will host formations days for this ministry. |
| Commitment | Your main Commitment will be part of a team rota where the current commitment is to help at weekend mass every 1-2 weeks |

## Sacristan

|  |  |
| --- | --- |
|  | Sacristan |
| Role  | To assist in the sacristy behind the scenes preparing the sacred vessels, books, vestments and candles etc,. |
| Duty | You will prepare the altar and the sanctuary for the different Liturgical Services. This assists the priest and allows him more time to prepare for the different Liturgical Services knowing that everything is in order.This ministry is very rewarding and gives the person a greater insight into the different Liturgies in our Church Community and much appreciated by the priest. |
| Skills / Talents | ReliableNeeds to know the rudiments of the Mass |
| Training | Training will be provided for this role. |
| Commitment | You will be part of rota where the commitment is to prepare the alter for weekend Mass ever 1-2 weeks. Plus occasional funerals and wedding as per request. |

## Readers

|  |  |
| --- | --- |
|  | Readers |
| Role  | To deliver the Readings of The Mass |
| Duty | Readers should read over the readings beforehand.At Mass, read the 1st Reading, Bidding Prayers and 2nd reading. |
| Skills / Talents | Ability to read fluently and speak clearly |
| Training | Training will be provided for this role.The archdiocese will host formations days for this ministry. |
| Commitment | You will be part of rota where the commitment is help with weekend Mass ever 4-6 weeks. A rota for readers will be drawn up every 4 months approximately with a separate one for Holy Week. Copies will be available at the back of the church. |

## Passkeeping

|  |  |
| --- | --- |
|  | Passkeeping |
| Role  | Welcome people as they come into mass |
| Duty | Arrive at least 30 minutes before the Mass; greet people as they arrive at church, give out information, escort worshippers to their seat, when required. They organise the offertory – taking the collection and inviting a small group of worshippers to bring the gifts to the altar in preparation for the Liturgy of the Sacrament. They also tidy up the missalette, hymn books and mass book following Mass. |
| Skills / Talents | Friendly and hospitable to welcome people as they attend mass |
| Training | Training and support will be provided for this role |
| Commitment | You will be part of rota where the commitment is to help with weekend mass. The current rota is ever 2-4 weeks. Plus occasionally Funerals or weddings per request. |

## Music Ministry

|  |  |
| --- | --- |
|  | Music Ministry |
| Role  | Play the Organ or take the lead in the singing of hymns during Mass |
| Duty | Assist with the selection of hymns before each mass. Take lead in starting hymns. |
| Skills / Talents | Able to play organ Ability to lead the singing of hymn. Familiarity with hymns. |
| Training |  |
| Commitment | Be willing to contribute at Sunday Masses/Liturgies. |

## Altar Servers

|  |  |
| --- | --- |
|  | Altar Servers |
| Role  | The primary role of the Altar Servers is to assist the priest in the celebration of the liturgy, especially during Mass.  |
| Duty | Alter servers must have received their 1st Holy Communion.Arrive about 20 minutes before Mass/Liturgy to put on alb and agree to various assignments.Help clean up for about ten minutes after Mass/Liturgy.Willing to be flexible during special masses/liturgies, and special requests from the priest/presider. |
| Skills / Talents | This ministry is open to anyone from children in primary school to adults. |
| Training | Training will be provided to fulfil the role. |
| Commitment | Be willing to serve at Sunday Masses/Liturgies. |

## IT management of music equipment

|  |  |
| --- | --- |
|  | IT management of music equipment |
| Role  | Support playing recorded music during Mass |
| Duty | Start and stop playing music during Mass |
| Skills / Talents | Capable of using technology. |
| Training | Support will be given to use the music box |
| Commitment | Attend Mass  |

# Church Property

## Church Cleaning

|  |  |
| --- | --- |
|  | Church Cleaning |
| Role  | Cleaning of church |
| Duty | A member of a team of 3-6 people clean the church. This involves washing the floor, dusting, vacuuming, cleaning glass, cleaning the toilet, empting bins etc.Each cleaning session takes about 45 minutes. Cleaning can be done at a time that suits the team involved. |
| Skills / Talents | Physically able to be involved in the cleaning activities |
| Training | Support can be given by the existing cleaning team |
| Commitment | You will be part of a team rota where the current commitment is to help once every 2 month. |

## Church Gardens

|  |  |
| --- | --- |
|  | Church Gardens |
| Role  | Keeping the grounds of the church neat and tidy |
| Duty | Work as part of a team. Cutting the grass and hedge in the church grounds |
| Skills / Talents | Physically able to help cut the grass |
| Training | Guidance will be given by the existing garden team |
| Commitment | Provide help during the garden growing season Spring – Autumn.You will be part of a team rota where the current commitment is to help once every 2 month. |

## Finance and Fabric Committee

|  |  |
| --- | --- |
|  | Finance and Fabric Committee |
| Role  | Ensure the fabric of the church, house and grounds are maintained |
| Duty | Meet regularly to plan for any maintenance work that is required.Arrange for work to be carried out.Advice the Parish Priest in financial matters. |
| Skills / Talents |  |
| Training | Knowledge of accountancy and/or building experience |
| Commitment | As needed - at least twice a year plus being part of ongoing projects.  |

## Flowers

|  |  |
| --- | --- |
|  | Flowers |
| Role  | Arrange flowers  |
| Duty | Arrange and prepare the altar with flowers |
| Skills / Talents | Ability to arrange flowers |
| Training |  |
| Commitment | Prepare the altar with flowers on special occasions and when needed |

# Community / Outreach

## St Vincent de Paul (SVDP)

|  |  |
| --- | --- |
|  | St Vincent de Paul (SVDP) |
| Role  | To deepen our Christian Sanctity by giving material help to the poor |
| Duty | As a SVDP member, you will visit the sick and lonely. The Society is Ecumenical and helps all members of the public. Our Society is also non-judgemental on the circumstances that have created the problems for the person in need. |
| Skills / Talents |  |
| Training | Assistance will be provided from current SVDP member to help fulfil this role |
| Commitment | You can visit the sick as frequently and for as long as you have available time. Visits can be on individual or in pairs |

## Pro-Life

|  |  |
| --- | --- |
|  | Pro-Life Scotland |
| Role  | Pro-Life |
| Duty | Make the parish aware of pro-live events and activitiesAdd posters in the porch for parishioners to see. |
| Skills / Talents | Keen interest in pro-life |
| Training |  |
| Commitment | Stay informed from Paul Atkin (Pro-Life) |

# Administration

## Protection of Vulnerable Groups (PVG)/Safeguarding Coordinator

|  |  |
| --- | --- |
|  | Protection of Vulnerable Groups |
| Role  | The PVG/Safeguarding assess the needs of the parish with regard to safeguarding. |
| Duty | The duties associated with the PSC’s role will take account of the circumstances of each Parish and will be undertaken or delegated by the Parish Priest having assessed the needs of the Parish.Be conversant with the information contained within In God’s Image and feel confident in a working knowledge of the document.Register on the SCSS website for access to the Resources Section.Attend the mandatory training for new PSCs and any other appropriate training provided by the Diocese. |
| Skills / Talents | Reliable. A good communicator. Trustworthy. Discreet. Sensitive to the needs of vulnerable individuals and groups. Prepared to seek advice and support appropriately. Able to evidence good healthy boundaries. Familiar with safeguarding policies and know how to implement them. A person of faith, and specifically a practising Catholic, willing to witness to the Gospel in all they do. |
| Training | <https://www.scsafeguarding.org.uk/>Assistance will be given to volunteers wishing to work with children or vulnerable adults, as there is an obligation to become a member of the Archdiocesan Protection of Vulnerable Groups (PVG) Scheme under the Protection of Vulnerable Groups (Scotland) Act 2007.  |
| Commitment |  |

## Gift Aid

|  |  |
| --- | --- |
|  | Gift Aid |
| Role  | Assist with gift aid applications for the parish |
| Duty | Monitor envelopes, order envelopes and Gift Aid application forms |
| Skills / Talents | Organised and committed to supporting the Gift aid process. |
| Training | Supported given |
| Commitment | Generate a report once a year. |

## Parish Pastoral Council

|  |  |
| --- | --- |
|  | Parish Pastoral Council |
| Role  | The Parish Council exists to assist the parish priest in all matters relating to the pastoral life of the parish. |
| Duty | Meet on a regular basis to discuss the life of the parish. |
| Skills / Talents | Open communicatorActive member of the parish community |
| Training | No special training is needed. |
| Commitment | Meet about 4-6 times over the year |

## Collection Counting

|  |  |
| --- | --- |
|  | Collection Counting |
| Role  | Count the offertory collection money |
| Duty | On a weekly basis, after Sunday Mass, count the collection money |
| Skills / Talents | Comfortable working with cash. |
| Training | No special training will be required. The counting team will support. |
| Commitment | Available to count money after Sunday Mass. |

# Communication

## Newsletter

|  |  |
| --- | --- |
|  | Newsletter |
| Role  | Keeping good communication with the community via weekly newsletter |
| Duty | Gathering information, editing, printing. |
| Skills / Talents | Word processing capabilities. |
| Training | Basic knowledge of the internet, computers and MS Office required |
| Commitment | Produce the parish newsletter once a week in cooperation with the Parish Priest |

## Website

|  |  |
| --- | --- |
|  | Website |
| Role  | Maintain Website |
| Duty | Keep website fresh and up to date |
| Skills / Talents | Ability to use a computer and basic editing of web pages. |
| Training | Overview the website and how to edit will be provided. |
| Commitment | Weekly update of the website to upload the newsletter. Other website updates as required. |

## Internet Streaming

|  |  |
| --- | --- |
|  | Internet Streaming |
| Role  | Stream mass service to the internet |
| Duty | Arrive 20 minutes before mass,Start streaming to the internet before Mass. Stop streaming after mass. |
| Skills / Talents | Aware of technologies and use of mobile phone. |
| Training | Guidance will be provided |
| Commitment | Based on a rota, every few weeks. |

# Social Activities

## Social Events Team

|  |  |
| --- | --- |
|  | Social Events Team |
| Role  | Social Events Team |
| Duty | Plan social eventsHelp in the running of any events |
| Skills / Talents | Well organisedWilling to participate |
| Training | Support will be provided by the team |
| Commitment | Arrange and support events as needed. |

# Faith and Formation

## Rite of Christian Initiation of Adults (RCIA)

|  |  |
| --- | --- |
|  | Rite of Christian Initiation of Adults (RCIA) |
| Role  | Share witness to the faith with candidate aspiring to join the Catholic Church community. |
| Duty | Assist the Parish Priest in organising the catechetical meetings. |
| Skills / Talents | Background of RE Religious education and/or willingness to learn and explore our faith from basics to current challenging subjects |
| Training |  |
| Commitment | One meeting a week during the RCIA class. October to May. |

## Children’s Ministry

|  |  |
| --- | --- |
|  | Children’s Liturgy |
| Role  | To help the children of the parish reflect on the Gospel story through discussion, prayers, songs and other activities.  |
| Duty | Two people lead the 20-minute session during mass.Preparation of session is required beforehand using a Children’s Liturgy book and 5 minutes before and after mass is required to set up the alcove area i.e. arranging the chairs. |
| Skills / Talents | Willing and keen to work with children to share with them the Gospel |
| Training | Training and support can be provided by existing Children’s Liturgy team. |
| Commitment | You will be part of a team rota where the current commitment is to help once every 2 month. |

## Youth Ministry

|  |  |
| --- | --- |
|  | Youth Ministry |
| Role  | To enrich the spiritual life of the youth people of the parish. |
| Duty | **Youth Ministry (16 – 25+)**There is currently no youth ministry in the parish. If you would like to assist in forming this ministry, please contact Fr Marcin or a member of the Parish Council.The parish values highly the spiritual wellbeing of its young people who are its future.  |
| Skills / Talents | If you have the gift of working well with young people, the parish will appreciate your involvement in this effort. |
| Training |  |
| Commitment |  |