



Holy Spirit Parish Ministry Directory

What makes a great Parish?

“A great parish has inclusiveness and different kinds of people, and lives out what Jesus prayed, ‘That they may be one.’ Parishioners have a sense of being together, not like being at separate tables in a restaurant, or being anonymous people at a theatre, but people who smile and are together. Parish histories can never tell the greatness of the people who cared, who believed in God, who welcomed, who included people, who went out to people in need – in need of someone to talk to or in need of money or in need of food – and helped them.” *Excerpt from www.pepparish.org*

Call to Ministry

Prayerful and personal reflection is the first step towards choosing a ministry. It is only through a relationship with Jesus, a relationship that one seeks to deepen over time, that our acts of love and service will flow from the love of God through the promptings of the Holy Spirit.

All who belong to the Church carry on the ministry of Christ by their service to others, their witness to their faith and their active participation in worship and ministry.

Everyone is welcome and encouraged to participate in an area of Parish Ministry. Please reflect on the ways you are called to share your gifts to help our community grow. Email: office@holyspiritgungahlin.org.au

Liturgical Ministries

We are all called to share the gifts we have received. Liturgical ministries serve the community as we gather for Mass. Are you able to help in this way?

Mass Coordination Team*

This role is vital to the smooth running of weekend liturgies and may involve some of the following:

- Coordination of collection
- Preparation of hosts and wine
- Assistance to Altar servers
- Set up for baptisms after 9:30am Mass
- Open and close Church

Women and men of all ages may assist in this way. You will need to arrive up to 45 minutes early.

No experience is necessary, just a willingness to serve. Rosters will be flexible.

Mass Welcomer

A vital contribution to hospitality - Your main role as a Welcomer is to greet people as they arrive for Mass to celebrate the Eucharist, hand out the parish newsletter or other publications, and make everyone feel welcome in our parish community. If families arrive to

present their child for baptism – make them feel welcome and direct them to the Mass Coordinator.

PowerPoint Operator

Operate PowerPoint presentation at Mass. The presentation is provided and mentoring for new and existing operators is available. This role is well suited to older children and youth.

Altar Server

Any child or young person (Year 3 to Year 10) who has made their First Eucharist is welcome to share their gifts as an altar server.

Children's Liturgy Coordinators

The coordinator is responsible for contacting teachers prior to the weekend, ensuring the Parish Centre, used for children's liturgy is ready prior to Mass, helping the children as they process out, collecting the classes at the appropriate time, and after Mass, returning the materials to the storage area.

Children's Liturgy (Teachers and Helpers)

Held during 9:30am Mass throughout school term.

Children's Liturgy presents the Sunday readings and Gospel to children through prayer, discussion and activities. Parents of young children are invited to lend their support. You may like to start as a helper before becoming a teacher.

Your role will include:

- Reading the Gospel and talking to the children (all readings and activities are prepared)
- Supervising preschool/kindergarten children in their activity

Involvement of Youth

Young people are encouraged to use their gifts at all Masses. If you would like to read, play an instrument or sing, please let us know. Older youth may also be trained as a Mass Coordinator or Special Minister.

Reader (Minister of The Word)*

As a Reader, you may be involved in some of the following: Proclaim the First Reading, Responsorial Psalm (when not sung) and the Second Reading, carry the Word of God in the procession, welcome the assembled community and lead the Prayers of the Faithful. You will need to arrive at least 15 minutes prior to Mass and liaise with other readers, the music ministry, and do a sound check of the lectern microphone.

Children who are confident readers and have been Confirmed are invited to speak to the Parish team about using their gifts in this way.

Extraordinary Minister of Communion

Assist in the distribution of the Body and Blood of Christ to the assembled community. If you feel called to serve in this Ministry, please speak to one of our Priests.

Music and Singing

This is an important part of our Liturgical celebrations.

More musicians and singers are required, especially at all Mass times. Please contact the office if you would like to be involved or speak to the Music Ministry at your chosen Mass time.

*On-going training will be provided for new and experienced Mass Coordinators, Extraordinary Ministers of Communion and Ministers of the Word.

Community Building and Outreach

Through some of our parish ministries run by volunteer groups, we create personal connections between the Parish and the wider community. We aim to help our community connect their faith with their daily lives and to see Holy Spirit Parish as a community of people who pray, live and reach out in support for one another.

Communion to the Sick and Housebound

This is an important ministry involving contact with sick or "shut-in" parishioners. Visits take place at a mutually convenient time. Over a period of time a close bond of friendship develops. Support and mentoring is given to those who would like to be involved in this way.

Ministry To Youth

Young people from our parish and school communities gather on Sunday evenings from 6:30pm – 8:30pm, 3 or 4 times each time term. The gathering usually takes the form of games and activities with time given to prayer and reflection. We need a group of enthusiastic older youth and adults to help with this ministry. This includes organising food, setting up and cleaning up after dinner and/or help leaders supervise games or activities.

Fundraising And Social Committee

Parish social events are very important; they build community and help raise funds to pay for our parish center and church buildings as well as other pastoral needs. Is your gift fundraising? Perhaps you have some ideas. Let us know.

St Vincent De Paul

St Vincent de Paul Society is a Catholic organisation founded to assist the needy in our community. This assistance takes the form of food parcels, clothing and furniture. The local Conference meets fortnightly on a Tuesday night at 7pm at the Church for approximately one and a half hours. New members are always welcome.

Parish Morning Teas

Parish morning teas are a great way for the community to gather and get to know one another. We are always looking for volunteers who are willing to help by setting up and coordinating the clean up afterwards.

Care Group

The Care Group provides an important role in our community, working to support and assist in times of need. Activities are responsive to needs identified by the community and include:

- Providing meals to families who are grieving or caring for someone who is sick.
- Providing transport in emergency situations.

Please note, meals will be organised for people in need as they are required.

Liturgy Support Ministries

Church Cleaning

8:00am Saturday Mornings - Each team ensures the Church is clean and well-presented. Tasks include: Vacuuming, dusting fixtures in the church and foyer areas, and cleaning the wet areas (kitchen and toilet).

Grounds Maintenance

Assist a team to tidy the area around the church and office buildings. Tasks include weeding, sweeping, pruning as directed, removing cobwebs and cleaning external windows. Your assistance would be required approximately four times per year.

Sacristan

As Sacristan you will be responsible for cleaning the precious vessels used at Mass as well as any of the candle sticks and other related items. This is usually completed on Saturday morning during church cleaning.

Counting

Volunteers are required to be available Sunday afternoon to assist the counting coordinator. No experience required.

Flower Arrangement

Purchase flowers and arrange within the church. This ministry enhances the environment in which we pray. *(No flowers are required during Lent)*

Administration

Do you have skills in Microsoft Office – Word, Excel, PowerPoint or Publisher? Can you help with ad-hoc jobs to support the Parish Office?

Sewing (Garments and Mending)

Occasionally the repair or sewing of garments is required. If you can sew please let us know so that we can call on you as required.

Building Maintenance

Do you have maintenance skills you are willing to share? (eg painter, carpenter, landscaper, audio/visual technician, electrician, plumber etc.)

Preparing the Liturgical Space

Assistance is always welcome when we set up for special occasions such as Easter, Christmas and Sacramental liturgies. Help will generally be requested through the parish bulletin however it would be great to have your name on our database.

*“Never see a need without doing something about it.”
– St Mary of the Cross MacKillop*

Many thanks for supporting our parish community and generously sharing your time and talents through ministry.