

Ministry Fact Sheet – Mass Coordinator (Rostered)

WHAT: Your role is to:

- set up for one of the weekend masses
- pack up after mass
- ensure all other mass ministries are filled and people know what they're role is
- manage any issues during mass
- be the main contact for mass attendees.

WHY: The Mass-Coordinator ensures that the mass runs smoothly, is a point of contact for anybody attending and assists the priest so that they can focus on the mass.

WHO: There is a lot to remember and understand as mass coordinator, so suits people with a bit more time and ability to learn, coordinate and facilitate any activities associated with the mass.

WHEN: It is recommended mass coordinators arrive 1 hour before the rostered weekend mass starts except between 8am and 9:30am Sundays and pack-up after mass can take up to 15-20 minutes after mass has concluded.

TRAINING- Training will be provided for all new mass coordinators with a detailed guideline and recommended “shadowing an experienced mass coordinator for 4-6 week.

Ministry Fact Sheet – Eucharistic Minister (Not Rostered)

WHAT: Your role is to assist the priest with distributing communion including providing a blessing to attendees who request a blessing (in place of communion) during the weekend mass you attend. On some special occasions, Eucharistic Ministers may be asked to distribute the wine to mass attendees.

WHY: To enable efficient distribution of communion to attendees at mass including providing blessings to attendees who request a blessing. A blessing is usually provided to children and some adults who have not yet made their first holy communion.

WHO: Any practicing adult Catholic Parishioner that has made their first holy communion with interest and ability in distributing the holy eucharist to attendees at mass.

WHEN: It is recommended Eucharistic ministers arrive at weekend mass 10 minutes prior to the commencement and advise the Mass Coordinator that you have arrived.

TRAINING- Training will be provided for all new Eucharistic ministers.

Ministry Fact Sheet – Reader (Rostered)

WHAT: Your role is to read aloud to the congregation for one of the weekend masses the first reading and psalm and/or the second reading and the prayers of the faithful. There are usually 2 readers for each of the weekend masses. Except for special masses, the readings and prayers of the faithful are read allowed in English.

WHY: To assist the priest in the liturgy and so mass attendees can hear the word of God.

WHO: Any practicing youth or adult Catholic Parishioner with an interest and ability in reading allowed in front of the congregation.

WHEN: At a weekend mass and it is recommended readers arrive at weekend mass 10 minutes prior to the commencement and advise the Mass Coordinator you have arrived.

TRAINING- Training will be provided for all new readers.

Ministry Fact Sheet – Collections (Not Rostered)

WHAT: Your role is to collect cash donations from the congregation at the two collections during one of the weekend masses. There are a minimum of four collectors for each mass and up to 5-6 when the hall is open for weekend masses.

WHY: To assist those mass attendees who donate in cash.

WHO: Any practicing youth or adult Parishioner with an interest and ability to assist.

WHEN: At a weekend mass and note this is not a rostered ministry so it is appreciated if collectors can arrive at mass 10 minutes prior to the commencement to advise the Mass Coordinator accordingly.

TRAINING- Mass Coordinators can provide instruction at mass for new collectors.

Ministry Fact Sheet – Offertory during Mass (Not rostered)

WHAT: Your role be a part of a team to present the offertory (Bread and wine) during the mass prior to the consecration of the bread and wine.

WHY: to be part of the holy celebration of Eucharist.

WHO: Any youth or adult, who would like to participate in the procession usually we need 4-5 members, it can be group of individuals or a family or couples -.

WHEN: During mass after the prayers of the faithful.

WHERE: At Holy Spirit Church

TRAINING- Mass Coordinators can provide instruction at mass for new collectors.

Ministry Fact Sheet – Altar Servers (Rostered)

WHAT: Your role is to assist the priest during the mass

WHY: The Altar servers have the opportunity to assist the priest who represents God during mass and show reverence to God.

WHO: Children who have received the first Eucharist are invited to join

WHEN: It is recommended that you should arrive 15 Minutes prior to the start of the mass and introduce yourselves to the priest or to the mass coordinators.

TRAINING- Training will be provided for the Altar Servers from time to time. Mass Coordinators will also be there to assist the Altar servers during the mass.

Roster and Guild

Altar servers are rostered to serve in the mass they prefer to attend.

Parish is in the process of forming a Guild with the Patron saint and celebrate Altar Servers day annually with mass and post mass events.

Ministry Fact Sheet – Musician (Rostered)

WHAT: Your role is to lead music during the mass. Working with the music ministry coordinator, you plan and select songs that are related to the readings and the liturgy; the music ministry team have access to the parish's database of sheet music and/or can arrange to purchase new music if requested.

You practice with any other musicians and singers before the mass, and then play throughout the mass. This can include at least five hymns and the mass parts, with some additional hymns or sung psalms on special occasions.

WHY: Music has a special place in the liturgy and at Holy Spirit Parish. Throughout the mass, music plays a role in highlighting important sections of the mass, reiterating themes from the day's readings, and generally providing the congregation with an opportunity to connect more deeply with God and those around them through a shared experience of prayer through music.

WHO: Almost any musician with a reasonable proficiency can play at a mass. We usually have a guitarist and/or a keyboard player lead the mass, and over the years we've had a variety of musicians collaborate to give a depth and a richness to the hymns; violins, flutes, drums – they've all had a place in our music ministry at one time or another. Also, you do not have to be singer to lead music; we have both musicians who can sing while they play, and musicians who simply play to support their singers.

You do not need to be a virtuoso or a music theory expert; as long as you can play at least a dozen chords and keep time, that's a good start. The music team has some great experienced musicians and singers who are happy to collaborate and support new people as they build their skills and confidence.

WHEN: You would usually select and prepare songs early in the week (before Wednesday evening) and send your song list to the music ministry coordinator. Music teams usually arrive at least 45 minutes before mass starts to run through song introductions, transitions from verses to chorus & vice versa, and practice any new or tricky songs. You are then "on" for the whole mass; there are portions of the mass that are quieter with no music, but generally you need to stay aware throughout the mass, and especially during and after the Eucharistic prayer and communion when there are many mass parts and hymns to play on specific cues. The music team also have a Thursday evening practice time available each week that may be used for additional practice for the coming weekend, to prepare for upcoming special masses, or to try out new or unfamiliar pieces that may be used at a later date.

WHERE: The music area is at the front left of the church. The lead musicians tend to be in the front row of the music area, with singers alongside and behind them. You can plug into leads and/or use microphones as needed so your instrument can be heard. There is ample seating for musicians and singers in the music area so you do not need to move out of this space during the mass except to receive communion.

Ministry Fact Sheet – Singer (Rostered)

WHAT: Your role is to lead music during the mass. Working with musicians and other singers, you lead the congregation in singing the hymns and mass parts. You practice with any other musicians and singers before the mass; the music ministry team have access to the parish's database of sheet music. Throughout the mass, you would typically sing at least five hymns and the mass parts, with some additional hymns or sung psalms on special occasions.

WHY: Music has a special place in the liturgy and at Holy Spirit Parish. Throughout the mass, music plays a role in highlighting important sections of the mass, reiterating themes from the day's readings, and generally providing the congregation with an opportunity to connect more deeply with God and those around them through a shared experience of prayer through music.

WHO: You do not need to be a virtuoso or a music theory expert; if you can sing in key and have a sense of rhythm, that's a good start. Singers need to be able to follow the lead of their musician, listening for cues and keeping time. The music team has regular practices and some great experienced musicians & singers who are happy to support new people as they build their skills and confidence.

WHEN: The music ministry coordinator aims to send out rosters and song lists by midday Thursday for you to review and practice. You can use the parish's music

resources and recordings (e.g. from YouTube or Spotify) to learn and practice new or unfamiliar pieces.

Music teams usually arrive at least 45 minutes before mass starts to run through song introductions, transitions from verses to chorus & vice versa, and practice any new or tricky songs. You are then “on” for the whole mass; there are portions of the mass that are quieter with no music, but generally you need to stay aware throughout the mass, and especially during and after the Eucharistic prayer and communion when there are many mass parts and hymns.

The music team also have a Thursday evening practice time available each week that may be used for additional practice for the coming weekend, to prepare for upcoming special masses, or to try out new or unfamiliar pieces that may be used at a later date.

WHERE: The music area is at the front left of the church. Singers arrange themselves near a microphone in either the front or back rows of this area, making sure that the musicians have sufficient space to play and communicate with each other (if multiple musicians are playing together). There is ample seating for musicians and singers in the music area so you do not need to move out of this space during the mass except to receive communion.

Ministry Fact Sheet – PowerPoint Operators (Rostered)

WHAT: Your role is to operate the PowerPoint slides during the mass. You move the slides along following the music, the readings, and the parts of the mass. This may include following the direction of the mass coordinators or the music ministry to skip slides so that the mass flows smoothly and finishes in a timely fashion.

WHY: Holy Spirit Parish uses a slideshow to display the mass parts, hymn lyrics, and other prompts during the mass, allowing the congregation to participate in the mass in an equal and meaningful way.

WHO: Anyone who can press a button can potentially help with this ministry. You need to stay focused throughout the mass, particularly during the hymns to keep up with the lyrics. The slides are prepared for you, and the music ministry usually has a couple of people that you can ask for help if you're unsure at any stage what happens next, though mostly it's just pressing the arrow button for the next slide.

WHEN: You should arrive at least 5 minutes before mass starts, have a quick look through the slides, and if needed, ask the music team if there is anything different or special that you should be aware of during the mass that day. There are parts of the mass that are quieter when no slides are used, but generally you need to be aware throughout the mass, and especially during and after the Eucharistic prayer and communion when there are many mass parts and hymns to move through.

WHERE: The computer for the PowerPoint sits in the music area (front left of the church), specifically on a trolley near the sound system. There is a chair for the operator, so you don't have to move in-and-out of the music area during mass.

Ministry Fact Sheet – Childrens' liturgy

Anne Smart preparing

Ministry Fact Sheet - Sacred Linen (Not Rostered)

WHAT: Your role is to collect the sacred linen at the conclusion of the weekend masses and ensure it is washed and returned to the Parish office (or the linen coordinator) within a reasonable timeframe (5 days would be suitable)

WHY: Holy Spirit Parish conducts masses, baptisms and other events during the week. Sacred linen is used at each of these occasions and needs to be refreshed.

WHO: Anyone who wants to be involved in a vital ministry but doesn't want a forward-facing role. You will also need access to a washing machine and iron.

WHEN: You should collect the linen after the last mass on Sunday has finished, or alternatively organise an alternative time for collection with the Linen Coordinator (this information will be provided). All linen should be checked for stains and maybe soaked overnight. Once soaked, it should be washed, dried and ironed (with spray starch) to the specifications that will be provided.

WHERE: Collect the linen bag hanging on the hook in both the sacristy off the altar, and also the sacristy where the priests get ready for mass. The bags are to be taken home, linen soaked overnight, washed and ironed, before being returned.

Ministry Fact Sheet – Cleaners (Rostered)

WHAT: Your role is to clean the church, generally once in 4 or 6 weeks. The team per week comprises 4 members. 2 members will vacuum the church and 2 will clean the foyer and the meeting rooms and toilets.

WHY: The church needs to be cleaned and kept neat and tidy for all Eucharistic celebrations and also at other masses and celebrations.

WHO: Any youth or adult who can spare an hour or so once in 4-6 weeks. Each week a team performs the cleaning of the church.

WHEN: Cleaning is generally done weekly on a Saturday morning starting at 8am.

WHERE: At Holy Spirit Church

Ministry Fact Sheet – Counters (Rostered)

What: The role of counters is to:

- count the money received from the Mass first and second collections,
- count other special collections as required by the Bankers.

Why: To make the counting process as simple and quick as possible, while maintaining the accuracy and integrity of the counting system.

Who: Youth and adults who have an interest and be available to assist with the counting process on their rostered day.

When: Counters are allocated to teams of two and a roster prepared throughout the year. The teams list and roster are forwarded to all counters. Rosters are generally prepared for a three months period.

Where: At the Parish Office.

Training: Any new counters will be given an outline of the counting operation, including timings and place of counting. New counters are rostered with an experienced counter.

Ministry Fact Sheet – Chairs (Rostered)

What: The role is to be part of a small team that sets up Chairs for weekend masses usually 9:00am Saturday and pack them away after the 9:30am Sunday mass. This is important once the school hall is operational again after its upgrade.

Occasionally there are special events that also require chairs to be moved and set up.

Why: To ensure there are enough chairs for all the weekend masses.

Who: Youth and adults who have an interest and be available to assist with setting and packing up chairs. This role involves physical work. This ministry is lead by a Parish member.

When: Set up is usually at 9:00am Saturday prior to the 5pm Saturday mass and pack up is after the Sunday 9:30am mass.

Where: At Holy Spirit Church.

Training: Any new people are trained on the job.

Ministry Fact Sheet – Intercession Group (Not Rostered)

Father Eden preparing

What:

Why:

Who:

When:

Where:

How/Training:

HOW TO GET INVOLVED:

For any of the ministries, please register your interest via the Office@holyspiritgungahlin.org.au [or the App??] by providing your name, email and phone contact and which ministry you would like to assist.