

## The Parish of Richmond



### CALL TO MINISTRY

For Christians, ministry is an activity carried out as a way of expressing one's faith; it is a means of carrying on the mission Jesus Christ began. **Baptism is the source of Christian ministry.** It is people working together to make our world a better place in which to live! St Ignatius of Loyola, one of the great teachers within our Catholic Christian tradition prayed **"teach us to give and not to count the cost"**.

In St Mark's Gospel it is recorded **"For even the Son of Man did not come to be served, but to serve"** (Mk 10:45).



Looking back over the past twelve months and longer, many very generous parishioners have given without counting the cost in their ministry. Please accept a very sincere thank you, for your generosity and commitment, from the Parish of Richmond.

Many Parishioners are now asking "how can I be more involved in parish ministry?" "What can I do to help?"

Prayerful and personal reflection is the first step towards choosing a ministry. Support and mentoring is given to those who would like to be involved in any ministry. There are **Liturgical Ministries**, **Church Ministries**, **Community Building & Outreach** and **Evangelisation Ministries**. Our Parish of Richmond needs your assistance.

Please work through the following pages. Indicate areas of interest. Remember you won't be working on your own. Training and mentoring is available. Got a question?? Write it on the sheet. All enquiries & requests will be followed-up asap.

*Please consider how you might be able to share your gifts to help fulfil our call remembering: Together Everyone Achieves More.*

The **Call to Ministry** is a time to review and renew your commitment to Ministry in the Parish. All parishioners are asked to consider the following ministry outlines and complete the form.

Name		
Email		
Phone		
Other Family Members	Email (if different to primary contact)	

Please note the following: Tick the following statements if you agree.

- ☐ Your name may appear in the roster on our Parish website.
- ☐ Unless indicated otherwise, **your contact phone number and email** will be made available to others within your chosen ministry (but not on the website).
- ☐ Tick this box if you DO NOT want your contact details shared as described in the above point
- ☐ Some ministries will require a *Working with Children (WWC) Registration* or a current *Police Check Certificate*.  
*No payment required.*
- ☐ I was on the roster for 2019. I am happy to continue with my rostered ministries.

**Sincere thanks for the time and effort you are about to put into this questionnaire. God bless.**

**Fr Clifford D'souza**  
Parish Administrator

**Mary McGuinness**  
Acting Coordinator of Parish Ministries

## LITURGICAL MINISTRIES

Please circle: my preferred Mass Centre and time/s:

St Monica's:      Saturday 6.30pm    Sunday    7.30am    9.30am    5.30pm

St Gregory's:      Sunday 8am

St John of God:    Saturday 6pm

**Ministers at the Altar** These men and women help prepare the Altar for Celebrating the Mass and they assist the Priest in celebrating the Eucharist. Arrive 30 minutes early to prepare the Altar & Church for the Eucharistic Celebration. Ensure all rostered ministers are present. *Specialised training required. WWC Registration compulsory.*

Name of  
Person  
Participating

**Junior Servers** assist the Priest and **Ministers at the Altar** during Mass and various liturgical celebrations. Any young person who has received their First Communion is invited to join this ministry. Arrive 15 minutes early. Check-in with the Senior Server. *Specialised training required.*

**Extraordinary Minister of Holy Communion** Assist in the distribution of the Body and Blood of Christ to the assembled community at Mass and Communion Services. Arrive 10 minutes early. Check-in with the Senior Server. *Specialised training required.*

**Hospitality** Ushers/greeters provide a warm welcome at the church door by distributing the Bulletin and offering information to regular parishioners and visitors. Arrive 15 minutes early to welcome people.

**Reader & Commentator** Readers proclaim Scripture Readings. They carry the Book of the Gospels in the procession, & welcome the assembled community and lead the Prayers of the Faithful. Prepare the readings. Arrive 15 minutes early. Check-in with the Senior Server. Check readings and/or Commentary. *Specialised training necessary.*

**Children's Liturgy** Trained men and women minister to the children by presenting the Sunday readings and Gospel to children through prayer, discussion and activities. Arrive 20 minutes early to set up meeting room. Check-in with the Senior Server. *Specialised training necessary. WWC Registration compulsory.*

**Children's Liturgy Coordinator** During the week prior, contact rostered teachers & helpers. Ensure suitable resources are available.

**Data Projectionist** This ministry involves presenting prepared PowerPoint Presentations at Liturgical celebrations. Arrive 15 minutes early for Mass & check in with the Senior Server; setup the computer and display screen in plenty of time before the celebration begins.

**Presentation of the Gifts** This is an easy way for the whole family, or for individuals, to be involved in the Liturgy. Why not ask to be rostered on a day that is significant to your family eg birthdays, anniversaries? Check in with the Senior Server. Sit near the table with the gifts. How many in your group? \_\_\_\_\_ Any special occasion (date) \_\_\_\_\_

**Collectors** distribute collections plates, during the Mass. They show hospitality by their interaction with the assembly as they take up the collection.

**Music & Singing** Ministers of music do not perform for the entertainment of those present, but provide the accompaniment and lead to enable the members of the assembly to sing the responses, acclamations and songs of the liturgy. WWC Registration *compulsory*. Arrive 15 minutes early. Attend choir practice as often as possible: Wed 7-8pm.

**I would like to contribute by:**

- ☐ playing an instrument: Name of instrument/s:
- ☐ singing in the Choir
- ☐ helping the team to select the music

CHURCH MINISTRIES	
<b>Sacristan</b> The duties of the sacristan are carried out under the general direction of the clergy. Duties include: wash sacred vessels & prepare for use at Masses; renew holy water, put out fresh Church linen; assist with changes required in Liturgical space.	
<b>Preparing the Liturgical Space</b> Help set up for special occasions such as Easter, Christmas & Sacramental Liturgies.	
<b>Flower Arrangements</b> Provide and/or arrange flowers for weekend liturgies and special occasions.	
<b>Sewing Garments and mending.</b> On occasion to assist with the repair to or sewing of garments: stoles, robes, baptism stoles, altar cloths & sacred linen.	
<b>Church Cleaning</b> By their 'behind the scenes work' cleaners are part of the Hospitality team. Ensure the Church is clean & well presented. Tasks include: vacuuming, dusting fixtures in the Church & foyer areas, and clean wet areas.	
<b>Church Cleaning Coordinator:</b> Contact with the rostered team. Oversee and support those on the cleaning roster.	
<b>Church Linen:</b> The respectful care of altar linen should be maintained. Rostered assistance with the regular washing of Church linen. <i>Specialised training necessary</i>	
<b>Grounds Maintenance</b> 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 as requested.	
<b>Administration Assistance</b> support the Parish Ministry as required with power point preparations, photocopying, general administration.	
<b>Other:</b> Do you have a special skill or interest you would like to share with our Parish community? (a trade, accountancy, Work Health & Safety, Audio Visual, Website Management or IT Skills)	
<b>Are there any activities, groups or ministries that you are interested in that are not listed?</b>	
EVANGELISATION MINISTRIES	
<b>CATECHISTS</b> strive to ensure that Catholic students attending Primary, Secondary and Special Education State schools and their families have an opportunity to hear the Good News, to develop a relationship with God and to feel welcomed and valued members of the Church community. The rewards of being a catechist are quite significant and include: receiving quality training and professional development; having the opportunity to deepen your own faith; contributing to the development of your own parish; sharing the Catholic faith with others; meeting new friends. <i>Specialised training necessary. WWC Registration compulsory.</i>	
<b>THE MINISTRY OF BAPTISM</b> is a community responsibility. Would you like to help with the instruction? Would you prefer to welcome new families on arrival for Baptism? <i>Specialised training necessary. WWC Registration compulsory.</i>	
<b>SACRAMENTAL PREPARATION SUPPORT TEAM:</b> Support and welcome children and families participating in the sacramental programs such as First Eucharist & Confirmation. <i>Specialised training necessary. WWC Registration compulsory.</i>	
<b>BECOMING CATHOLIC: Rite of Christian Initiation of Adults (RCIA)</b> Welcoming new members into our parish community is everyone's responsibility. Team member to support and welcome those participating in the RCIA.	
<b>FAITH FORMATION:</b> seeks to help people: Grow in their relationship with God; Live as disciples of Jesus Develop an understanding of the Bible and their faith tradition Deepen their spiritual life and practices Engage in service and mission to the world Participate in the life and ministries of their faith community.	

COMMUNITY BUILDING & OUTREACH	
<p><b>Pastoral Care of the Sick</b> Pastoral Carers attend one of five nursing homes in the Hawkesbury, while others visit people in their homes. This is an important ministry involving contact with the sick, the frail and the elderly in the Parish of Richmond. Visits take place at a mutually convenient time. Pastoral Care Volunteers have a formation program &amp; a mentoring &amp; support structure. <i>Specialised training necessary. WWC Registration &amp; Police Check Registration compulsory.</i></p>	
<p><b>Circle of Friends</b> is a group of seniors who meet once a month for companionship &amp; fun. Help is needed to help with some frail elderly.</p>	
<p><b>Ministry of Youth (HYPA-R)</b> Our young people are our future parishioners! The <i>Parish of Richmond</i> is in need of vibrant and active Young Adult Youth Leaders who are prepared to help our Youth Group in their activities all year round. <b>This ministry needs to be developed.</b> The youth gatherings usually take the form of games and activities with time given to prayer and reflection. <b>We need a group of enthusiastic older youth and adults to help with this ministry.</b> We need to encourage young people from our parish and school communities to be involved with our Parish. <b>Parent Youth Leaders</b> are needed to join in some youth group activities. <i>WWC Registration compulsory.</i></p>	
<p><b>Fundraising and Social Committee</b> Parish social events such as the annual fete are very important; they build community and help raise funds to pay for our parish centre and church buildings as well as other pastoral needs. Is your gift fundraising? Perhaps you have some ideas. Let us know.</p>	
<p><b>St Vincent De Paul Society</b> 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 meet monthly.</p>	
<p><b>Parish Morning Teas</b> are a great way for the community to gather and get to know one another. A team prepares for morning tea by setting up and coordinating the clean up afterwards. Everyone is welcome to bring a plate of food to these gatherings</p>	
<p><b>Piety Store Attendants</b> help in selling religious items and books in St Monica's Piety Store. Attends the Piety store before after the Mass has ended. Ministers will be rostered depending on Mass times.</p>	
<p><b>Prayer Support for the Parish</b> <i>Ask and you shall receive.</i> (Mt 7:7) In response to Jesus' words, and in communion with the angels and saints, parishioners are invited and encouraged to spend time in front of the Blessed Sacrament or in the privacy of your home, to pray earnestly for the needs of the Parish, parishioners and for the universal needs of all people.</p>	
<p><b>Men's Shed</b> gives men in the Parish a safe and friendly environment to come together to laugh, talk and sometimes work and/or pray together.</p>	
<p><b>Social Justice Group</b> works to build a just society so that all people can live to their full potential. How? Awareness raising, working towards changing unjust policies, practices, ideas and beliefs which generate inequality, prejudice and exclusion.</p>	
<p><b>St Paul's Committee</b> is a supportive committee which is enthusiastic about continuing to bring hundreds of years of Maltese culture and heritage to the Hawkesbury.</p>	
<p><b>Welcome New Parishioners</b> <b>This ministry is not yet developed</b> <input type="checkbox"/> Tick if interested in assisting. Remember what it felt like to come into a new community? This ministry involves: ➤ Making contact with new parishioners (by phone or preferably in person with a visit or at Mass) ➤ Provide information on Parish activities and ministries.</p>	
<p><b>Care Group</b> <b>This ministry is not yet developed</b> <input type="checkbox"/> Tick if interested in assisting. The Care Group could provide 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.</p>	
PARISH COMMITTEES	
<p><b>Parishioners are nominated to be on the following Parish Committees.</b> If you are interested in being involved with these please tick the box/boxes as an expression of interest.  <input type="checkbox"/> Parish Pastoral Council    <input type="checkbox"/> Finance Committee    <input type="checkbox"/> Liturgy Committee    <input type="checkbox"/> Counters</p>	