

Participation of the Lay Faithful in Church Life

Our first Sacrament was baptism and through it we share equally in the life and mission of Christ, although we do so in different ways which are appropriate to our role. The laity are not being asked to become more involved in the life of the Church primarily to 'help the priest' (although this is important) but because, through baptism, it is their right and duty. To assist reflection please see below a list of ministries laity can participate in (and will often be better at). It is presumed that the Parish Priest appoints parishioners to these ministries although, of course, people can volunteer. The list is not exhaustive. The list concentrates on 'Church activities' to help us focus on our present discernment but of equal importance is the laity's witness in the world (e.g. raising families, their work, witnessing in the world).

1 Prayer and Spiritual Growth

Liturgy

(i) The Eucharist

- Bringing Holy Communion to the sick and housebound
- Exposition /Adoration of the Blessed Sacrament
- Leading Services of the Word and Communion (when no priest available for Sunday Mass)
- Reading the Scriptures
- Altar serving and/or organising the servers

(ii) Music Ministry

- Choosing the music setting and hymns for Mass and Services

(iii) Funerals

- Leading the Rosary at the wake
- Receiving the remains at the Vigil (if no priest or deacon is available)
- Burial (if no priest or deacon is available)

Growth of the Local Parish

- Participation in the Parish Pastoral Council
- Participation in spiritual/pastoral groups such as St Vincent de Paul, Legion of Mary, Justice and Peace etc
- Promotion of Social Events

Catechesis

- Preparation for the Sacraments, including families
- General catechesis for youth and adults
- Children's liturgy
- Facilitators for parish meetings (e.g Led by the Spirit Process).

Care of the Church

- Daily opening and closing of the church
- Sacristan duties (setting up for Mass, putting away after Mass)
- Care of and laundering Altar Cloths, linens and Vestments (priest's and altar servers)
- Weekly cleaning of the church
- Flower arranging

Area 2 Governance and Practical Maintenance

Financial (In conjunction with PP and Diocesan Finance Manager)

- Manage parish bank account
- Manage gift aid and submit annual gift aid claim
- Manage financial accounting spreadsheet
- Weekly offertory and special collection counting and banking
- Payment of invoices
- Management of Utilities
- Liaising with Insurers
- Membership of Parish Finance Committee
- Organising fundraising events which also builds community

Purchasing

Church consumables (altar wine, altar breads, candles, candle oil)

Maintenance

- Care of garden and grounds
- Obtain quotes for work (repairs etc) and supervise contractors

Communications

- Weekly Newsletter production
- Manage parish Facebook/social media
- Church notices
- Manage parish website

Administration

- Production of monthly rota for readers, cleaners, Eucharistic Ministers etc
- Management of the church noticeboard
- Production of meeting agendas, meeting minutes.

Safeguarding (In conjunction with PP and Diocesan Safeguarding Team)

Parish Safeguarding Co-ordinator:

- Completion of Annual Safeguarding Audit
- Completion of Safeguarding Action Plan
- Completion of form for Visiting Clergy
- Completion of Safeguarding Risk Assessments
- Co-ordination of PVG applications and new volunteers
- Communication regarding training requirements

Health and Safety (In conjunction with PP and Diocese)

Parish Health and Safety coordinator (can be shared with other parishes)