

I want to be a Sunday Mass Coordinator

Please complete this form using BLOCK CAPITALS and return it to the parish house as soon as possible.

A. My preferred Mass *(Please tick your preferred time)*

Sat 4pm OLQW	Sat 6pm	Sun 9am	Sun 1030am	Sun 12noon	Sun 6pm

B. Contact Details

Surname

Christian Name(s)

Email (Block Capitals please)

Home Address

Postcode Phone

C. Data protection

To comply with data protection legislation we need your agreement:

- that the details you have provided above may be retained by the parish of Our Lady, St John's Wood, and incorporated into an electronic file.
- that these details may be made available by the parish of Our Lady, St John's Wood, at its discretion, to any person or body assisting with the preparation of the liturgy and the coordination of its ministers

I agree to this information being retained by the parish of Our Lady, St John's Wood and included on its electronic systems.

Signature

Date

Sunday Mass Coordinator

Can you give some of your time and energy to help our parish celebrate Mass prayerfully and well. Can you help us become more fully the sort of welcoming, united community we want to be? If so please do volunteer to join the team of Sunday Mass Coordinators. **It's not a life-time commitment – we ask you to volunteer for 6 months service – Easter to October 2010.**

Tasks

The list below might seem endless! But mostly things go very smoothly...

- To work to a fortnightly rota in a team with a second person
- To be contact for Fr Allen if exceptional things are happening at a particular Mass – e.g. welcoming baptismal parents
- To be part of hospitality team – together with Mass servers and others
 - Handing out hymnbooks/misalettes
 - Responding to any particular need
- To check 10 minutes before Mass has begun
 - Are necessary readers/ministers of Holy Communion present?
 - Are collectors present (and do they know if there is a 2nd collection)?
- To be familiar with necessary Health and Safety procedures
- To help those who are late for Mass to wait for an appropriate time to come in and find a place
- To coordinate ushering during the distribution of Holy Communion
- To make sure newsletters are handed out to people as they leave
- To oversee the tidying of the church once Mass has ended

Qualities needed

Those volunteering to help in this way should

- be a weekly Mass attender at Our Lady's
- be 'free' of other obligations during the Mass that they are on duty for (e.g. not responsible for looking after little children, or helping in a choir)
- have a pleasant demeanour and be able to be firm/authoritative

Because of the nature of the work of a Mass coordinator volunteers will need to follow the Church's procedures for the safeguarding of children and vulnerable adults. You will need to complete a Criminal Records Bureau form, if you have not already completed one as a parish Catechist, Minister of Holy Communion, etc.

Training will be provided to Mass Coordinators, to help ensure that volunteers are confident in what they are doing and that there is a consistency across the Masses.