

2.0 Liturgy & Pastoral Care Group.

		<p>Pauline Prior who reports to the Parish Priest and at the Parish Pastoral Council heads the Liturgy & Pastoral Care Group.</p> <p>It is her responsibility to act as the representative of the following Ministries on the Parish Pastoral Committee</p>	The Parish Pastoral Committee will consider any items brought forward by Pauline Prior at each meeting	Meetings can be formed and held as necessary with any Ministry Member
	Ministry	Person Responsible	Role	Contact – Pauline Prior
2.1	Music	Parish Priest & Pauline Prior - OLoL Parish Priest & Verity Foster - St. T's Parish Priest & Verity Foster -St. A's	Preparing music for all services held in respective churches making sure that it confirms to the musical norms of the Catholic Church. Distributing music sheets to choir members and holding weekly practices for OLoL	
2.2	Extra Ordinary Ministers	Parish Priest	Commissioning. Re-commissioning to take place 2 nd December 2018, 1 st Sunday of Advent. Following years to be Corpus Christie which is 23 rd June 2019	
2.3	Rotas for Extra Ordinary Ministers	Jodie Ripley – OLoL Mike Danson - St. T's Position vacant - St. A's	Preparing & Distributing Rotas	

2.4	Rotas for Lectors	Jodie Ripley – OLoL Mike Danson - St. T's Position vacant - St. A's	Preparing & Distributing Rotas
2.5	Rotas for Altar Servers	Marie Campbell-Payne – OLoL Tash Davis' children do the serving - St. T's David Caush - St. A's	Acting as MC at main liturgical events, training new servers. Cleaning servers' albs. St. A's currently has five altar servers who turn up when they are available
2.6	Repository	Jodie Ripley	Ordering stock from various suppliers, pricing & labelling. Opening shop every Sunday after 11am and any other special occasion
2.7	Christmas & Easter Setup/Take down	Marie Campbell-Payne & Diane Breen - OLoL Iola Christian - St. T's Diana Nugent & team, George Cooke - St. A's	Planning flower displays, purchasing and organising flower ladies. Set up of crib & Christmas tree, and garden of Gethsemane
2.8	Sacristans	Carl Tantum - OLoL Gill Kenny - St. T's David Caush - St. A's	Supporting Sacristan for Sunday and Weekday Mass. Confirming replenishment of all items used at mass including care of candles.
2.9	Holy Communion for the Sick, Elderly and Infirm	Carl Tantum, Judith Davys & Fr. Irek - OLoL Gill Kenny - St. T's David Caush – St. A's	Preparing rota and schedule of home to be visited
2.10	Service of Healing & Wholeness		Prepare service and readings. Present to the Parish Priest for approval & printing
2.11	Funerals	Parish Priest and family members	Ministries of Sacristan, Altar Servers and Extra Ordinary Ministers and choir if asked and available
2.12	Weddings	Parish Priest and family members	Ministries of Sacristan, Altar Servers and Extra Ordinary Ministers and choir if asked and available

2.13	Flowers	Diane Breen - OLoL Iola Christian - St. T's Diana Nugent - St. A's	Decorating the church and planning rota for flower ladies
2.14	Church Cleaning	Pauline Prior - OLoL Alice Manuel - St. T's Position vacant - St. A's	Preparing & Distributing Rotas and organising teams of cleaners as necessary.
2.15	Linen Cleaning	Jodie Ripley – OLoL, small linens only. Diane Breen - OLoL, Altar cloths Gill Kenny - St. T's Position vacant - St. A's	Washing & where necessary starching cloths. Replenish when necessary
2.16	Welcoming	Kevin Kerrigan - OLoL Mike Danson - St. T's Position vacant - St. A's	Organising & training Welcomer's, preparing & distributing Rotas.