

Above all, maintain constant love
for one another ... be hospitable to
one another ... serve one another with
whatever gift each of you has received.

(1 Peter 4: 8-11)



Parish Office: 9826 9677

Fax: 9804 7813

Email: stjosephsparish@internode.on.net



Administered by the Order of Saint Augustine

"I can do that!"

Volunteering in the parish community

SOUTH YARRA

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Meetings for Young People



GEN-C upper high school tertiary students

- Opportunity to meet with and enjoy company of other young people from the parish or area.
- Create time to share and explore our Christian faith together.
- Chance to volunteer to help others through projects in the community or church.

Location

- St. Joseph's – Parish Centre.

When

- Weekly or fortnightly Wednesdays at 7pm.

Coordinator

- Christopher See (Parish Council Rep.)
Fr. Brian Buckley

EXPLORE YOUR FAITH

Gatherings for 25-35 year-olds



- Develop friendships with people of common Christian values.
- Opportunity to reflect on issues related to faith and life in general.
- To listen to talks by guest speakers on topics nominated by the group
- Arrange social activities

Location

- Parish Centre – St. Joseph's

When

- 1st Tuesday of the month.

Resource Person

- Monica Meagher
(Coordinator yet to be appointed)



Parish Hospitality Group

- Job Description**
- Assist with preparation of Meeting Room or Hall before and after a parish function
- Location**
- mainly St Joseph's Parish Centre or in the Church grounds
- How Much Time**
- depending on type of function
- Gifts/Skills**
- welcoming attitude
 - enjoy working in a team
 - appreciation of each others skills.
- Training/Preparation**
- an awareness of food handling requirements
- Meetings Required**
- none
- Coordinator**
- Marc Dixon
 - Enlai Chan

*(Please note:
This booklet is offered
by way of general information
to parishioners, new-comers and visitors.
All enquiries will be treated confidentially
and with concern for the suitability
of the person for the role.
Some roles are by invitation or nomination only,
while others may require a police check or
Working with Children Card in accordance
with the law and Church guidelines.)*

[WE UPHOLD THE PRINCIPLES OF THE COMMONWEALTH PRIVACY ACT]

April 2010

Catechumenate

- Job Description**
- Attend meetings with Catechumens
 - sharing the story of your faith with them
 - accompanying them on their faith journey
- Location**
- Parish Centre
- How Much Time**
- 4 – 5 hours per month (excluding January and much of December)
 - generally meet on Thursday nights – 7.30pm
- Gifts/Skills**
- being able to say something about what your faith means to you
 - non-judgemental
 - open minded
 - an inviting attitude
- Training/Preparation**
- On the job!
 - Some seminars are available in the City
- Meetings Required**
- 2 or 3 per month
 - starting September finishing the following May (excluding December and January)
- Coordinator/s**
- Monica Meagher

Archive Assistant

- Job Description**
- To help set up and maintain the Parish Archives
- Location**
- Archive room in the Parish Centre
- How Much Time**
- At your discretion. Perhaps 2hr./2 weeks
- Gifts/Skills**
- sorting and labeling papers, records, documents, photos, clothes etc.
- Training/Preparation**
- some instruction in a system to be used
- Meetings Required**
- none
- Person in charge**
- Fr Brian Buckley OSA PP
- Assistant**
- Jean O'Toole

Library Assistant

- Job Description**
- Help with sessional management of the library – labeling & shelving books, checking books in and out, and other simple tasks
- Location**
- Parish Centre
- Day of Week/ Time of Day**
- Monday to Friday as available
 - Occasional special events
- Hours per Month**
- weekly, fortnightly, monthly – as you nominate
- Gifts/Skills**
- very basic computer skills – otherwise your friendly smiles
- Training Needed**
- On the job
 - if interested, training given in cataloguing process
- Meetings Required**
- occasional only
- Coordinator**
- Mary McCormick / Maggie Burgess

Infant Baptism Preparation

- Job Description**
- A couple interested to work with Baptism Coordinator to prepare families for the Sacrament of Baptism
- Location**
- Either at Parish Centre or in a home
- How Much Time**
- one or two meetings with the parents of the baby to be baptised
 - about 1.5 hours needed
 - follow up session with the parents
- Gifts/Skills**
- An ability to explain and explore the process and responsibilities of the sacrament with the parents
- Training/Preparation**
- meeting with the Parish Priest and Baptism Coordinator as required
- Meetings Required**
- occasionally as required
 - availability for the presentation of the family at Mass
- Coordinator/s**
- Rosemary Hogan
 - Deb Clark



Children's Liturgy

- Job Description**
 - Informal teaching with small group of children and doing basic prayers
 - Sunday 10 am – 11 am

- Location**
 - Children come out of St Joseph's Church into Parish Centre

- How Much Time**
 - First Sunday of the month (except school holidays or long weekends)

- Gifts/Skills**
 - simple teaching of children
 - ease of manner with children

- Training/Preparation**
 - 2 initial sessions with some supervision of class

- Meetings Required**
 - Occasional meeting for parents as needed (Working with Children Card required)

- Coordinator**
 - Caitlin English



Gardening/Grounds Maintenance

- Job Description**
 - General gardening and Maintenance

- Location**
 - Grounds of St Joseph's and St Thomas Aquinas

- How Much Time**
 - choose your own day/hour
 - about 2 - 4 hours/month

- Gifts/Skills**
 - use of garden tools, clippers, etc.
 - able to use a lawn mower would help.

- Training/Preparation**
 - On the job

- Meetings Required**
 - none

- Coordinator**
 - Fr. Gerry (St. Joseph's)
 - Peter Norton (St. Thomas')

Church Sacristy

- Job Description**
- care for church sacristy and furnishings
 - altar decoration (flowers)
 - setting up for Mass
- Location**
- St Joseph's Church
 - St Thomas Aquinas'
- How Much Time**
- 1 – 2 hours / week
- Gifts/Skills**
- normal housekeeping skills
- Training/Preparation**
- On the job
- Meetings Required**
- none
- Coordinator**
- Ann Semple (St. Joseph's)
 - Mary Gaynor (St. Thomas Aquinas')

Faith + Nurture

- Job Description**
- Create opportunities for families to gather in their homes and/or at the Parish Centre to nurture family life within the community
 - To assist in coordinating the parish sacramental programs.
To help in preparing parish baptisms and the Godstart program
- Location**
- flexible
- How Much Time**
- One hour approximately four times a year
- Gifts/Skills**
- keeping gathering informal and relaxed
 - Willing to share your own individual giftedness
 - basic organizational skills
 - ability to prepare a creative and simple group family activity could be an advantage
 - enjoy working in a team
 - appreciation of each others skills.
- 
- Training/Preparation**
- minimal, depending on theme of gathering
- Meetings Required**
- Four times a year
- Coordinator**
- Gemma Schooneveldt
 - (Coordinator yet to be appointed)



Music

- Job Description**
 - Play a musical instrument, eg piano, organ, guitar, flute and/or sing with confidence to lead the community singing in the church

- Location**
 - St Joseph's Church Sat 6.30pm
 - St Joseph's Church at 10 am
 - St Thomas Aquinas at 9 am & 11 am

- How Much Time**
 - One hour on Sundays plus 10 minutes rehearsal before Mass.
 - Join in every Sunday or take a turn to play on a roster at least once a month

- Gifts/Skills**
 - willingness and ability to lead in playing or singing

- Training/Preparation**
 - on the spot each Sunday

- Meetings Required**
 - rehearsals only occasionally, usually before Christmas and Easter

- Coordinator**
 - Di Brebner (St. Joseph's)
 - Amy Yu. En-lai Chan (St. Thomas')

Parish Finances/Planned Giving

- Finance Committee**
 - A group of parishioners assists the parish priest in managing parish finances (by nomination rather than application). The Committee regularly reviews and plans all financial arrangements in the parish.

- Location**
 - Parish Centre

- How Much Time**
 - Monthly meetings generally afternoons midweek

- Gifts/Skills**
 - Experience in business, accounting, fundraising
 - basic organizational skills
 - abilities in PR or public speaking

- Training/Preparation**
 - hands on experience most helpful

- Meetings Required**
 - Monthly

- Coordinator**
 - Parish Priest

For information about the Parish Finances, Planned Giving (Thanksgiving Program) or Details of direct debit or credit card deduction for donations contact the Parish Centre at 9826 9677

Collection Counters

- Job Description**
- Counting Collections, recording and banking with a group of 3 – 4 people
- Location**
- Parish Centre
- How Much Time**
- Approximately 1 - 2 hours on a Monday morning
- Gifts/Skills**
- attention to detail
- Training/Preparation**
- On the job
- Meetings Required**
- none
- Coordinator**
- Bill Furneaux
 - Ellen Allery

LITURGICAL MINISTRIES

Lectors and Commentators

- Job Description**
- To proclaim the Word of God to the assembled community
 - attend to preparation of the Word of God and refer to pronunciation Guide before proclaiming the 1st Reading, Psalm (if not sung) and the 2nd Reading
- Location**
- St Joseph's or St Thomas Aquinas
- How Much Time**
- One and quarter hours at Mass whenever rostered (approx every 3-4 weeks)
- Gifts/Skills**
- reading clearly
 - welcoming and inviting
- Training/Preparation**
- Liturgy Workshop in the Parish with occasional refreshers to be familiar with **Reading Skills – Tools of the Trade** for e.g. eye contact, use of microphone, pace (*momentum*), tone, articulation and projection of voice
- Meetings Required**
- once a year
- Coordinator/s**
- Di Brebner
 - Monica Meagher

LITURGICAL MINISTRIES

Ministers of Communion

- Job Description**
- Assisting with distribution of hosts at Communion and of the *consecrated wine in the Chalice*.
- Location**
- St Joseph's or St Thomas Aquinas
- Gifts/Skills**
- relaxed, comfortable but not casual.
- Training/Preparation**
- an initial training session
- Meetings Required**
- Infrequently, but as necessary.
- Coordinator/s**
- Fr Brian Buckley OSA PP
 - Fr Gerry Dullard OSA
 - Monica Meagher

Crisis Shelters

- Job Description**
- Cleaning individual units when vacant
 - preparing units for new tenants
 - laundering linen
- Location**
- 30 Fitzgerald Street South Yarra
- How Much Time**
- 2 hrs. once every 10-12 weeks
Team cleaning of units as necessary
- Gifts/Skills**
- basic household skills
 - welcoming touch
- Training/Preparation**
- New volunteers rostered with an experienced one as needed.
- Meetings Required**
- Nil
- Coordinator**
- Carole McNally
 - Gemma Schooneveldt
 - David Quin

Emergency Housing

- Job Description**
- Cleaning of public areas of building and of individual units when vacant
 - preparing units for new tenants
 - welcoming new tenants
- Location**
- 54 Fitzgerald Street South Yarra
- How Much Time**
- 1 hr. / week / 1 month per year on a roster
Team cleaning of units as necessary
- Gifts/Skills**
- basic household skills
 - welcoming attitude
- Training/Preparation**
- New volunteer rostered with an experienced one as needed.
- Meetings Required**
- 1 Volunteers meeting / half year
- Coordinator**
- Elaine Barry

LITURGICAL MINISTRIES

Ministers of Greeting

- Job Description**
- “welcome one another as Christ has welcomed you”- (Rom 15:7)*
- Welcoming people at the door of the Church, providing them with a Parish Bulletin and hymn book
 - respond to any queries e.g. location of toilets or take parishioners using walking frames or walking sticks to the disabled ramp.
 - refer enquiries to the Priest or a Pastoral Associate
- Location**
- St Joseph's or St Thomas Aquinas
- How Much Time**
- 15 minutes before and after Mass
- Gifts/Skills**
- smile and display a welcoming presence
 - good listening skills
- Training/Preparation**
- Initial meeting
- Meetings Required**
- none
- Coordinator**
- Monica Meagher

Communion to the Sick and House-bound

- Job Description**
- Communion on Sunday to the Alfred Hospital and parishioners unable to attend mass.
- Location**
- The Alfred Hospital, Commercial Rd Prahran
 - Local Aged Care homes and parish residents
- How Much Time**
- Alfred Hospital - approximately 45 – 60 minutes, depending on the number of visited patients, once every 4 -5 weeks on a Sunday after Mass Home Visits: depending on number of persons and their needs on the day.
- Gifts/Skills**
- an ability to be warm and understanding of the needs of sick people in hospital or at home. Ability to pray for a few minutes with them as you give them Communion.
- Training/Preparation**
- One session with a relative or applicable coordinator to learn the process and the layout of the home or hospital environment.
- Meetings Required**
- Occasionally as required.
- Coordinator**
- Sr. Pat Leadbetter (Alfred Hospital)
 - Paul Abbott (Alfred Hospital)
 - Br. Dennis Burland (Local Aged Care Homes) (Parish contact: Fr. Gerry Dullard O.S.A.)
 - Sr. Maureen Cullen PBVM or Monica Meagher (Home Visits)

Transport

Job Description



- Transport elderly and people with a disability to Sunday Mass.
- assist elderly and people with a disability with shopping.
- obtain Chemist prescriptions for the housebound.

Location

- within the parish boundaries

How Much Time

- No more than half an hour before and after Mass time with rostered frequency dependent on number of volunteers.
- shopping and Chemist prescriptions on a need basis only.

Gifts/Skills

- current driver's licence
- friendly and caring attitude

Training/Preparation

- none

Meetings Required

- none

Coordinator

- Monica Meagher

Bus Drivers

Job Description



- On Sunday, pick up parishioners from Prahran and eastern zone of South Yarra and bring to the 10 am Mass at St Joseph's.
- take passengers home after Mass

Location

- collect Bus from Stonnington Bus Car Park at Prahran Town Hall

How Much Time

- Bus route time 9.15am – 11.30 noon.
- rostered once a month depending on number of volunteers

Gifts/Skills

- normal driver's licence
- able to drive a mini bus

Training/Preparation

- one session with Parish coordinator and
- one session with City of Stonnington Council officer on how to use the bus Hoist

Meetings Required

- none

Coordinator

- Monica Meagher

Bread Pickup and Packing

Job Description

- Two persons with a car each
- collect bread from Baker's Delight
- pack bread into freezer bags and store in freezers

Location

- Baker's Delight, Prahran Central Cnr Wattle & Cato Streets Prahran then courier bread to
- central table in main kitchen at St Joseph's Parish Centre for packing into freezer bags.

How Much Time

- Thursday 5.50pm – 7.30pm once a month.
- frequency about once a month

Gifts/Skills

- normal driver's licence.

Training/Preparation

- Read guidelines and meet with coordinator to ask any questions

Meetings Required

- none

Coordinator

- Monica Meagher

Shopping for Supplies and Restocking Emergency Food Store

Job Description

- Car and normal driver's licence.
- A team of two is preferable
- receive weekly food order and purchase items from Supermarket.
- subject to availability of cash, arrange a periodic bulk buy.

Location

- local Supermarket and
- St Joseph's Food Storage room

How Much Time

- One hour a week

Gifts/Skills

- lift food and pack food into car and storage room in accordance with Occupational Health and Safety requirements.

Training/Preparation

- read guidelines and meet with coordinator to ask any questions

Meetings Required

- none

Coordinator

- Monica Meagher

Emergency Food store Rostered Volunteers

Job Description

- Assist people calling for food assistance at the Food store on Saturday and Sunday afternoons 2.30pm – 4.30pm.

Location

- Food store at St Joseph's Parish Centre Fitzgerald Street South Yarra

How Much Time

- 2 hours 10 minutes a month depending on number of volunteers

Gifts/Skills

- a welcoming, patient, non-judgemental attitude
- attend to basic recording of caller's ID
- listening to their needs and assisting where possible

Training/Preparation

- read guidelines, meet with coordinator to ask questions and attend a practical training session

Meetings Required

- Volunteers meet once a year for a review.

Coordinator

- Monica Meagher