

St Hugh of Lincoln Parish  
Annex to Parish Handbook for Volunteers

Job Descriptions

Job Description for the post of

YOUTH CLUB LEADER

The co-ordinator of the parish youth club is responsible for the setting up, running and supervision of the club. The main duties are:-

- a) to recruit and train helpers for the job
- b) to ensure that the premises are safe
- c) to ensure that all equipment and activities are used safely
- d) to open on time to receive the children
- e) to ensure that there is a good adult/child ration
- f) to stock and maintain a "tuck" shop
- g) to maintain only necessary but adequate records of the children and attendance
- h) to monitor and keep the finances in good order
- i) to be willing to attend training on training on child protection and youth matters

In light of the above, a candidate needs to be a caring person who is well organised, able to communicate well with children and have the ability to keep calm in all circumstances. A CRB clearance is required.

He/she needs to be willing to join in games (tabletop and ball) with the children.

He/she will need to be able to work with a team of helpers.

A sense of humour, tolerance, ability to be a mediator and/or at least be able to tolerate music - would be necessary to be a music lover

Training in child protection is essential. This will be provided if necessary.

The position is initially for one year and may be extended with the agreement of the parish priest and the candidate.

## Job Description for the voluntary post of

### YOUTH CLUB HELPER/ASSISTANT

The helper is required to assist with the setting up, running and supervision of the club. He/she needs to be prepared to assist the leader in the smooth running of the club and:

- a) to be aware of safety issues with the building, the equipment and activities
- b) to assist with the setting up and clearing up of the premises before and after the club meetings.
- c) to assist in the "tuck" shop
- d) to maintain records of attendance
- e) be willing to attend on child protection and youth matters.

In light of the above, the candidate needs to be a caring person, who is well organised, able to communicate with children and have the ability to keep calm in all circumstances. A CRB clearance is required for this post.

He/she needs to be willing to join in games (tabletop and ball) with the children.

He/she will need to be able to work with others under the direction of the leader.

A sense of humour, tolerance, ability to be a mediator and a music lover - or at least the ability to tolerate the music - would be necessary.

Training in child protection is essential. This will be provided if necessary.

The position is initially for one year and may be extended with the agreement of the parish priest, the leader and the candidate.

## Job Description for the position of

### RCIA COORDINATOR

This service agreement has been created through prayer and discernment for the service of the Roman Catholic parish of St Hugh of Lincoln focusing at all times on the person of Jesus Christ and His example of service.

The work is to welcome enquirers who come seeking to find out about the Catholic faith; to accompany them as part of a parish team including parishioners and the parish priest on their journey to baptism or reception into the church; to develop an RCIA team; to prepare the rites and liturgies in the parish for the RCIA group with the team's parish liturgy group; to support the individuals in their journey; to propose a programme for the group.

This work is done with the parish team, the parish priest and adult catechists and parishioners acting as sponsors to enquirers in the parish. This is mainly in the Parish Room as fortnightly meetings from September to the end of Lent and weekly meetings during Lent.

The RCIA Coordinator is responsible to the parish priest.

The work is important to the parish of St Hugh of Lincoln because it is not only a ministry of welcome/evangelisation for enquirers, but also for the parish community.

Any candidate for this position needs to be a good communicator, have a sensible and confidential nature and be an individual with a lively personal faith and an interest in spiritual growth.

The learning opportunities associated with taking up this position are on-going personal spiritual growth and formation.

The candidate should be trained in pastoral care of people, a good understanding of the RCIA process and a good understanding of the Church's teachings post Vatican II.

The resources required to support this work are a good RCIA team, book resources

## Job Description for positions in the

### CHILDREN'S LITURGY TEAM

There are three roles within the team - the coordinator, the liturgy leader and the helpers.

The position of coordinator involves the liaison, coordination and organisation of the team, the rota, meetings, recruitment of new members and special services involving the children's liturgy team, e.g. carol service, nativity and children's masses. The coordinator also liaises with the parish's child protection officer. All positions require a CRB clearance.

The children's liturgy Leader role is to lead the children in the liturgy on a 1:4 rota; to prepare the liturgy based on the theme detailed on the children's liturgy rota. This could involve finding an appropriate story or Gospel reading, choosing a song to sing with the children, preparing a creative task to do with the children or thinking of an activity that the children can undertake. On Sundays the leader prepares the hall.

The role of the helper is to arrive some 20 mins before the start of Mass, "check in" with the leader and assist in preparing the church hall, if required. To sit by the side door in church, to open both the side doors, to help the children out of church, to ensure that no children escape towards the road and then close the church and hall doors. To encourage the children to sit down quietly during the liturgy and to move children if they are being disruptive. To accompany children to the toilet areas if necessary but wait by the doors where they can be seen by the adults in the main hall. To assist the leader in giving out pens/paper, etc and to help the children with their creative work. To help the children line up in pairs and encourage them to walk quietly back into church. Again, to make sure that no children escape towards the road and that all are returned safely into church. The older group helper may be required to accompany the offertory children to the back of the church and assist them in preparing to take up the offertory gifts. To help the leader to tidy up the hall afterwards and put the liturgy box back in the church cupboard.

The children's liturgy takes place every Sunday at the 9.30 am Mass during school term time only. It takes place in the church hall.

The children's liturgy group is aimed at children aged 3 - 7 and in years 3 and 4 at school. It is an opportunity for the children to experience a child-friendly version of the Gospel story, to discuss, share their thoughts and ask questions through stories, songs and pictures. It also gives the children an opportunity to take an active role in the Mass by way of the Offertory procession or reading to the congregation and sharing what the children have been doing.

Qualifications. Experience of young children is very helpful as well as an infectious enthusiasm for the subject matter.

Training. A session with the Child Protection Officer to advise on relevant issues, we also ask that people observe a session or two before they lead or help. Training by the Diocese has also been provided to the liturgy team.

Resources required. There is a resources cupboard at the back of the church which includes paper, pencils, sources of reference display boards and books of reference.

Meetings. Once a term or as required depending on what services the team are to be involved in.

Coordinator. Joanne Losty.

## Job Description for the position of

### PARISH SECRETARY

Main responsibility. To provide an efficient secretarial service and personal assistance to the Parish Priest and Parish clergy.

Responsible to the Parish Priest.

Important relationships. Other Parish clergy, Chair of Parish Finance Committee, Chair of Parish Pastoral Council, other secretarial staff.

Key accountabilities. To provide secretarial service and assistance to the Parish Priest by:

- cooperating with the other secretarial staff
- word processing as required
- dealing sympathetically and tactfully with telephone enquiries
- relaying messages
- sorting incoming and despatching outgoing mail and e-mails
- photocopying and printing
- filing and archiving
- taking minutes of meetings
- making payments against invoices
- collating receipts of cheques
- ordering and taking delivery of stationery
- coordinating maintenance of office machinery
- administration of telephone systems and equipment
- greeting visitors
- hospitality.

Office skills required:

- good knowledge of word processing and fast typing speed
- methodical approach to processing information and filing
- good telephone manner
- knowledge of shorthand
- experience of e-mail and internet
- ability to disseminate information quickly and effectively

Personal qualities required

- willingness and flexibility to learn and adopt new skills
- friendly and relaxed manner in dealing tactfully with clergy in particular, but also with all visitors or callers
- willingness and ability to help and work cooperatively with other staff members
- treating all staff, visitors and callers with respect and courtesy
- clarity of expression and good communicator
- be willing to take on delegated responsibilities
- honesty, integrity
- confidentiality

This position carries a salary.

## Job Description for the position of

### PARISH HALL BOOKINGS ADMINISTRATOR

This position has been undertaken by Helen Naughton for the past 13 years. It basically entails recording bookings of the hall, working from home, ensuring that those hiring the hall are suitable and responsible, banking the monies received and issuing cheques, ensuring that the hall is clean for the various activities undertaken, which are many and varied. The Administrator is also in charge of the coffee rota after Mass, as she will know when the hall is free.

The Administrator is responsible to the Parish Priest.

Some book keeping experience would be desirable, but is not essential, and a good grasp of common sense, interest and enjoyment of what is going on.

This position is important for St Hugh's because the hall is both a parish asset and a gathering place for the community of Knaphill and elsewhere. It enhances community spirit and is an important revenue provider for the parish.

Job Description for the position of

GARDENER

A voluntary post undertaken by Denis Naughton for over ten years.

The work involves mowing lawns, cutting hedges, weeding and tidying up in general around the estate. It is done as required.

It is important to keep the garden tidy and attractive at all times, so as not to appear rundown.

The post holder is responsible to the Parish Priest.

## Job Description for the position of

### REPOSITORY ORGANISER

This is a voluntary position. The main elements of duty involve selection and ordering of items for sale in the repository; pricing and displaying the items; organising a number of volunteers to run the repository at weekend Masses; prepare, print and distribute to volunteers a repository note for the year.

Responsible to the Parish Priest.

No training or meetings are required.

There is no time limit to holding this position, which is currently undertaken by Theresa Mills.

## Job Description for the position of

### EXTRAORDINARY MINISTERS OF THE EUCHARIST

Ministers are selected by the Parish Priest according to the needs of the parish.

Training is provided for new Ministers, either on a parish or deanery basis, by DABCEC. This could involve up to four sessions, including one on ministering to the sick. New Ministers are commissioned by the Parish Priest and are expected to undertake a day or half-day of recollection on an annual basis.

Each of the three weekend Mass coordinators draws up a list of Extraordinary Ministers, usually over a three months period, having first checked on availability. Other rotas apply for weekday Masses and volunteers are sought for the great feasts of the Church at Christmas and Easter.

The first of the names on a weekend rota will distribute the host, standing beside the Parish or visiting priest. Those who either are adults or children who do not receive the Host, fold their arms in a cross and the Minister gives them a blessing. The others (two or four depending on the size of the congregation) will distribute the Precious Blood in the chalice. People in wheelchairs will need to be given communion in both kinds if they are able to receive. Attention needs to be paid to their presence in the congregation.

When the Ministry is completed, those on the chalice will after Mass purify the chalices and ciboria and then "wash up" in the sacristy, returning all vessels to the cupboards.

Some Ministers will need to carry the host to the sick and homebound. There are pyxes readily available in the sacristy and should be placed on the altar, open with an unconsecrated host inside. After the distribution of communion, those taking the host to the sick and homebound should come forward, receive the pyx from the priest and leave immediately.

Technically, Ministers should be recommissioned at yearly intervals. There are no time limits on the duration of the Ministry.

## CHURCHES TOGETHER IN KNAPHILL AND BROOKWOOD

CTiKB has developed into an informal gathering of all the constituent churches where the chair and secretary rotate between those present.

Working together with members of other Christian churches in Knaphill and Brookwood for activities such as joint services (especially the Good Friday Walk of Witness), producing and distributing Christmas and Easter cards giving the times of the services of all the churches and other ecumenical activities. The King's House Coffee shop is run by all the churches and the parish representative should take responsibility for ensuring that St Hugh's provides volunteers to work in the shop. It is the responsibility of the volunteer to ensure that there is support from St Hugh's for ecumenical activities.

Meetings are held quarterly in the King's House Coffee Shop with representatives of the other Christian churches in Knaphill and Brookwood. Other activities are decided by the meetings.

Ecumenism is part of our work. By working with the other churches we can increase Christian awareness in Knaphill and Brookwood. We also learn by outreach and working with our Christian brothers and sisters.

The volunteer must have the ability to be open and work with other Christians.

The learning opportunities that go with this position are from meeting with and understanding other Christians in the local area.

No training is required.

A directory is provided of those involved from other churches.

Personal expenditure for a particular project are usually agreed at the quarterly meetings and an expenses claim can be submitted.

The volunteer would be expected to serve for three years, renewable for a further three years.

## Job Description for the position of

### OFFERTORY COUNTER

The work is to count, bag up and record in accordance with set procedures all the monies collected during the week, but primarily at the Saturday/Sunday collections.

The counting is done in the presbytery after the last morning Mass on Sunday. There is a rota for the counting and you will be required about once every six weeks. It is a rule that there must be two counters working together.

This is a very necessary task that helps the Finance Committee and those responsible for banking their money. In addition, until the money is counted, bagged, recorded properly and put into the safe, the parish is not insured against loss.

It is a simple task to undertake and there is a money scale to assist if needed.

As regards training, a counter will need to read and understand the manual that is kept in the presbytery and a copy of this manual will be given to you. It is important that you follow the manual as tax and other financial implications arise if things are not done by the book.

No personal expenditure is involved.

No meetings are required, but there are occasional reviews when financial rules are changed by the Revenue or the Diocese.

The term of service is for three years, renewable by arrangement.

## Job Description for the position of

### MASS CO-ORDINATOR

There is a co-ordinator for each of the three weekend Masses and another for the weekday Masses.

A main task is to plan and type up the rota, typically for a period up to three months ahead. It involves e-mailing all readers, extraordinary ministers of the Eucharist, welcomers asking whether there are any dates on which people will be unable to carry out a ministry and juggling these around to ensure as even a distribution as possible of ministers over the period ahead. An effort is made to mix in a number of younger readers. Indeed, at first Holy Communion preparation Masses the young of the Parish undertake all ministries. Having issued the rota, which contains the telephone numbers of all on the rota, it is up to each minister to find a replacement if they are unable to carry out their allotted ministry.

The coordinator should be at the church some 15 to 20 minutes before Mass is due to start to check people in for their ministries and to organise others to take round the offertory collection baskets, the offertory procession, take up a second collection after Mass, when there is one, distribute newspapers and other literature as required.

The Mass co-ordinator should also ensure that fire extinguishers are not obstructed by clothing, pushchairs, wheelchairs or people, and that the emergency exit doors are not obstructed. The whereabouts of the medical pack and the accident book should be known, so that all aspects of health and safety are covered. The location of the toilets in the sacristy and the church hall may need to be pointed out to visitors, especially those travelling some distances to weddings, funerals, baptisms and first Holy Communion services.

It is useful for the Mass Co-ordinator to be able to identify likely candidates for ministries to enable the rotas to be kept as full and as balanced as possible.

There is no time limit to the position, but it is for the Mass Co-ordinator to identify a likely successor, and work in tandem with that person, before stepping down.

## Job Description for the position of

### PARISH TREASURER

The treasurer is an officer of the Parish Finance Committee (PFC), an official position serving the Parish by providing leadership in financial matters. The role involved ensuring that there are essential controls and procedures in place for the proper management of the Parish's charitable funds. This includes keeping detailed and accurate accounting records and reports of income, offerings and special appeals and any trading and restricted income; as well as detailed, receipted and categorised support records of expenditure.

The treasurer acts as the first and primary tier of financial checks and balances; and is responsible for the proper disbursement of church funds – both restricted and unrestricted – within policies established by the Charities Commission, the Diocese of Arundel and Brighton and the PFC.

The treasurer is appointed by the Parish Priest, with the support of the PFC. The treasurer serves on the PFC. In order to avoid conflicts of interest and maintain proper controls, the duties of Treasurer, Bankers, Counters and Gift Aid Coordinator are normally separated.

Key tasks of the position include:

- Ensure received income is recorded and banked
- Monitor all items of income and expenditure
- Record all items of expenditure
- Keep proper books and records
- Prepare the annual accounts each year
- Assist the PFC in setting an annual budget
- Advise the PFC of the financial position against budget
- Provide general financial information to the PFC and the PPC as required.

#### **When and Where**

Computer records are maintained from a 'Home based PC' and accounts produced monthly by the Treasurer.

#### **With whom**

Parish Priest

Parish Secretary

Gift Aid Organiser

Bankers and Cash Counters

Hall Co-ordinator

Repository Organiser

Other organisations within the Parish which bank or draw cash – Flower Ladies, Sunday Coffee organiser, Liturgy Programme Co-ordinators, etc.

#### **Responsible to**

The Parish Priest with off-line responsibilities to the Diocesan Financial Secretary.

#### **The work is important to the parish of St. Hugh of Lincoln because...**

The Parish is part of the Diocesan Charitable Trust which sets down minimum standards for the management of Parish assets. The Treasurer is responsible for maintaining these standards at Parish level, as laid down in the Parish Administration Manual and Canon Law.

### **What qualifications/qualities will make the work easier?**

Should be reasonable financially competent, and have the ability to maintain a basic accounts book using a computer.

Have an understanding of the parish, its needs and challenges.

Have a basic understanding of how the parish fits into its wider Deanery, Diocesan and national church contexts.

Attend PPC meetings, not only to deal with financial matters, but also in order to be aware of the PFC's plans.

Be in harmony with the PPC, the parish priest and the wider church.

Be able to explain financial issues clearly, both within the PFC and to the general church membership.

Be able to maintain confidentiality, particularly with respect to matters that relate to individual church members, e.g. their personal giving.

### **What learning opportunities go along with taking this position?**

The incumbent will have to learn about the structure of the church finances and the requirements of the Charities Act in managing the church finances.

### **What training is required?**

As a minimum, the holder of this position should attend a training course on the use of the Diocesan approved accounting software – Cashcall.

### **What resources are required to support this work?**

It is essential for the holder of this position to have access to their own personal computer loaded with the Cashcall software. Access to the internet to be able to refer to the Parish Administration Manual on the Diocesan web site is highly desirable as is access to word processing and spreadsheet software.

### **Primary Contact**

Local: The Parish Priest.

Diocesan: Financial Secretary.

### **Personal expenditure**

Time, paper, printer ink, phone, fuel to attend meetings, postage and envelopes.

### **Required meetings**

Parish Finance Committee – Quarterly.

Some Diocesan Briefing meetings – average one per year – normally at DABCEC Crawley.

## PARISH REGISTERS

There are six registers in the Parish, which need to be written up from time to time. These are for: Baptism, First Holy Communion, Confirmation, Reception of Adults, Marriage and Death.

### **Baptism**

**Baptismal Register.** This important register is filled in by hand, when a baby or adult is baptised at St Hugh of Lincoln Church. It is used again to record the named child's or adult's confirmation. There is also a space to record a subsequent marriage.

The information required is:

- The baby/person's full name
- The parents full names and the mother's maiden name
- Their address
- Date of birth of the baptised person
- Date of baptism
- The name of the presiding priest
- Names of all the Godparents

If any of the details are not given on the Baptism preparation form, then it is up to the person responsible for writing up the register to follow up and find them out.

### **First Holy Communion**

Normally a list of candidates is supplied by the person in charge of the First Communion training of all the children participating in each year's programme. This list is either copied out or put into the register shortly after they make their First Holy Communion in May or June.

It is possible that some children or adults may make their First Communion at a different time and these should also be included. (However, some may have been left out as advice is not always given about these people).

### **Confirmation**

St. Hugh's candidates are normally confirmed at Arundel Cathedral, where they should be registered. However. Cards are sent to the parish in which they were baptised, so that details can be entered into the Baptismal Register of that parish.

The post holder writes entries in the St. Hugh of Lincoln Baptismal Register for any young person or adult who has been confirmed, whether locally or in any other area (provided a card is received with their details) .

Information required is:

- Name of the person
- Date of baptism (for identification)
- Confirmation name
- Date of Confirmation
- Place of Confirmation
- Presiding Bishop or Priest

The post holder is presented annually with cards to be sent off to the church in which a young person was baptised. This requires checking in the diocesan directory for correct details of the address to which the information must be forwarded. Occasionally the full information is lacking and the post holder needs to contact the young person or their parents

to find out all the details required. A few cards have to be posted overseas if the confirmation candidate moved here from abroad.

Confirmation of RCIA candidates also needs to be recorded and this will be in the Baptismal Register for those who are baptised here at St. Hugh of Lincoln. Otherwise, it will be recorded in the Reception of Adults Register for those who have already been baptised (this fact needs to be double checked).

### **Reception of Adults**

There is a separate register for Reception of Adults into the Catholic Church. Information required is: Anyone who has not previously been baptised must also be entered into the Baptismal Register.

### **Marriages**

At present, these are the full responsibility of the Authorised Person for Marriages at St. Hugh of Lincoln Catholic Church, (or an Authorised Person from the local Deanery in the absence of the usual person).

There is some deliberation going on at present as to whether or not ALL future marriages should have the Civil part of the ceremony conducted at the Registry Office. Then the couple may choose also to have a church wedding which will not require an Authorised Person. If this takes effect, then the Legal part of the service will no longer be held at St. Hugh of Lincoln and the Legal Marriage Register will be sent back to the Registry Office at Weybridge. However, St. Hugh of Lincoln Catholic Church has its own Marriage Register, which will still be kept for any church wedding held there.

### **Deaths**

There is a small book in which the death of a parishioner is normally noted. Sometimes other people are also noted in the book. If St. Hugh's Parish Priest has been asked to hold a service for someone who has died, then their name is usually entered. It gives the name of the deceased, the date of death (if known), the date of the service and whether it is a burial or cremation.

The Parish Secretary now writes up these entries.

### **The Appointed Person for Registering Marriages at St. Hugh of Lincoln Catholic Church**

This is a very important and responsible position for the moment because the person has to make sure that the ceremony goes ahead according to very specific laws of the land. However, there are plans afoot for the Civil Service of Marriage to be completed in the Registry Office and for any couple who wish also to have a church ceremony to do so in addition to the Civil Marriage.

It is usual for the Parish Priest to be another appointed person for St. Hugh of Lincoln.

Duties consist of attending the marriage (and if possible the rehearsal when the post holder can check all details from the couples' certificates and gather extra information, such as names of witnesses, bride and grooms' mother's name and maiden name, their fathers' names and occupations – including prior to retirement, etc.). If this checking cannot be done in advance, then the groom is spoken to while he is waiting for the guests and his bride to arrive.

During the service, the appointed person has to hear the couple promise that they are free to marry each other and then dedicate themselves to each other. It is the appointed person's responsibility to ensure that all the legal restrictions have been met regarding the length of time the couple has resided in this country that they are of the correct age, etc. The Registrar, with whom they registered their desire to be married, has already checked much of this. Usually the Parish Priest checks up on the religious side of things, i.e. has the couple been baptised and are they attending the usual church of the bride? Is any dispensation required from the Bishop for the wedding to go ahead?

Before the ceremony, the appointed person is permitted to write out the Marriage Certificate, making sure that all the correct terminology is used (e.g. now Single is used instead of Bachelor or Spinster). During the service the appointed person writes out two copies of the Marriage Register, with identical entries in both to the Marriage Certificate. The couple, their witnesses, the priest and the appointed person then sign all three of these during the signing of the Register. The groom is given his Marriage Certificate to keep. It is a very important document.

Later, the appointed person has to copy the full details from the Marriage Register on to a special sheet of paper, which is sent to the Registry Office at the end of the quarter of the year. This must be signed to declare that it is an accurate copy of the entry in the book. The authorised person also has to note the number of the Marriage Certificate issued to the bride and groom. This must be recorded on another sheet of paper, along with the name and address of the couple. Finally, the Parish Marriage Register must be completed. All these entries are done using special indelible ink.

Every quarter of a year the appointed person has to notify the Registrar at the Weybridge Office whether or not any weddings have been held at St. Hugh's. Frequently, the appointed person sends in a nil returns slip. There are few weddings a year.

## Job Description for the position of

### GROUP LEADER WIDOWED, DIVORCED SEPARATED GROUP

1. The aim of this group is to enable people who fit into the widowed, divorced or separated categories to meet together and support one another in their loss in a social environment.
2. Meetings are held once a month, whenever possible, in participant's houses, or in the Group Leader's house.
3. The leader needs to have a welcoming and relaxing approach and to operate in a similar environment. Appropriate skills are required for a group facilitator, for listening and for organising people. Knowledge of practical ways to impart information to support all those needing it is also required.
4. Resources needed are a place to meet, tea, coffee, biscuits, or food when a meal is proposed. There are also telephone costs.
5. There is no fixed length of service for this position, which is open at the present (February.2008).

## Job Description for the position of

### PRESS AND PUBLICITY COORDINATOR

1. The post embraces communication within and outreach from the parish of St Hugh of Lincoln, Knaphill in all its forms (local media, A and B News, local radio) covering the faith life of the parish and bringing this to the attention of the surrounding communities.
2. The post holder is currently Sue Royston who carries out the work largely from her home as and when required. Various helpers may be needed on occasion, for example, someone to check that what is written is in line with current Roman Catholic teaching and practice.
3. The post holder is ultimately responsible to the Parish Pastoral Council.
4. The essential qualities needed for this post are openness, sensitivity, approachability. The individual should be personable, tenacious, have attention to detail, inclusiveness, presentational and organisational skills. The ability to take and use photographs is an added bonus.
5. No specific training is required other than knowledge of the parish and its activities and of the communications and media outlets to gain maximum publicity.
6. Resources to be used include access to a PC and the internet. A digital camera is available for the post holder, who would also use the parish office facilities for stationery and photocopying as required.
7. An annual review of the duties would be undertaken by the PPC. Otherwise, frequent informal meetings usually after Sunday Mass at coffee.