



Volunteering in the Catholic Parish of Melton

Parish Office

10 Unit Street, Melton, Victoria, 3337

Telephone: (03) 9743 6515

Email: melton@cam.org.au

Website: pol.org.au/melton

Facebook: facebook.com/catholicparishmelton

Safeguarding Coordinator

Mobile: 0490 885 515

Email: cso.melton@gmail.com

Your talent is God's gift to you.

What you do with it is your gift to God.

BEFORE / AFTER MASS	
Mass Manager	
Welcomer	
Gift Shop Attendant	
Transport to and from Mass**	
Washing Linen	
Counter**	

DURING MASS (WEEKENDS)	
Altar Server	
PowerPoint Operator	
Reader / Lector	
Responder & Prayers of Intercession	
Collector during Mass	
Presentation of Gifts	
Eucharistic Minister	
Children's Liturgy	

MUSIC MINISTRY	
Choir Leader	
Singer	
Musician - guitar	
Musician - organist/ keyboard	
Musician - percussion	
Musician - other	

**** This role also requires a National Police Check**

All volunteers 18 years and over require a current Working With Children Check card.

OUTSIDE OF MASS	
LITURGY & WORSHIP	
Rite of Christian Initiation of Adults	
Eucharistic Minister to the Sick**	
Liturgy Committee	
St Luke's Sacramental Program	
Lenten Program	
World Day of Peace Representative	
Safeguarding Committee	
PASTORAL CARE & PARISH SUPPORT	
Ad-hoc Working Bees	
Gardens Maintenance: Church, Presbytery	
Cleaning St Dominic's Church	
Godstart Coordinator	
Baptism Preparation Team	
Install plaques on Memorial Wall	
Sewing linen as required	

OTHER	

TRAINING IS PROVIDED.

Mass Manager: Ensures all is in readiness for Mass to begin and all rostered volunteers have arrived for their allocated duties.

Welcomer: Greets parishioners as they enter the church and offers the weekly bulletin - The Tidings. Assists with any other initiatives eg. Ensuring parishioners QR code or manually sign in and sanitised hands.

Gift Shop Attendant: To assist parishioners wishing to purchase items from the Piety Stall.

Counter: Weekend collections are counted each week - usually after 9am Sunday Mass. Counting must be done both accurately and professionally and requires a National Police Check. Currently there are three teams and another team would mean a turn once every four weeks.

Collector: Collects the parishioners Stewardship Offering at the appointed time during Mass. This enables the mission of our parish to continue.

PowerPoint Operator: This ministry enables parishioners to follow prayers, responses and hymns during Mass. You need to arrive 10 minutes earlier to ensure PowerPoint is ready to go and to make yourself familiar with the proceedings. Training provided and an ideal way for our young parishioners to be involved.

Reader / Lector: Check before Mass that the Lectionary is marked at the correct Sunday, the specific Sunday of the year, and whether it is Year A, B or C as typed on your roster. A heart and mind willing to prepare for the scripture readings during the week, prior to Mass, is all that is needed.

Responder: Reads the Responsorial Psalm (if not sung) and the Prayers of Intercession at the appointed time during Mass.

Presentation of Gifts: Acting on behalf of the parishioners, carry the bread, wine, and financial offerings, to the altar. This is an opportunity for the whole family to be involved in this ministry.

Eucharistic Minister: Assists the Priest with the distribution of Communion to parishioners.

Rite of Christian Initiation of Adults: As a parishioner, you become a companion to participants along their Catholic journey and walk with them as they explore their faith belonging to the Catholic Church.

Liturgy Committee: This committee meets and prepares the weekly liturgies throughout the Liturgical Year.

St Luke's Sacramental Program: This is a family program that guides children and their families through the Sacraments of Penance, Eucharist and Confirmation. This program is for children in Year 3 and above that have been baptised into the Catholic faith and do not attend one of our Catholic schools.

Lenten Program: This yearly 'six week' program is an opportunity for reflection, discussion, prayer and fellowship. The Lenten Program Coordinator works with the Parish Priest and Deacon to select a program and organise reflection groups which are held at the parish and people's home.

Safeguarding Committee: This committee serves as an advisory body to, and works with, the leadership of the Parish to ensure policies, procedures and practices are in place to protect young people and vulnerable adults. It assists with the implementation of the requirements of Safeguarding Framework and works towards compliance with the requirements of the Parish's Self Assessment Tool.

Baptism Preparation Team: This team assists the Parish Priest with the preparation of families of Baptism candidates. This includes attending the monthly Baptism Information Night and welcoming families to the church on the day of Baptism.

Godstart: This is a faith development program that provides resources for parents whose children have been baptised in the Parish. The resources help to teach children about God and continues until the children reach school age.

**For further information or clarification
contact the Parish Secretary 9743 6515**

**Tuesday - Friday
9am - 3pm**

My Details

Name				
Address				
Telephone	Home:			Mobile:
Email				
Mass Time	Sat 6pm	Sun 9am	Sun 11am	Sun 5pm
Any other special interests?				
Availability				
Are you over 18 years old?				Yes / No
If yes, please complete questions below.				
Do you have a current Working With Children Check card?				Yes / No
If yes , current WWCC card number				
WWCC card Expiry Date				
If no , do you have an application in progress?				Yes / No
Have you provided a copy of your WWCC card to the Parish?				Yes / No
Have you read, signed and attached your Code of Conduct Declaration?				Yes / No
<p>Please return all required documentation to the Parish by:</p> <ul style="list-style-type: none"> • Putting into the Volunteer Return Bin in the Gathering Area of the church • Emailing to cs0.melton@gmail.com • Dropping off at the Parish Office between 9am – 3pm, Tuesday to Friday or pop into the letter slot at the front door • Handing personally to Liz Coustley – Safeguarding Coordinator for our Parish. <p style="text-align: center;">THANK YOU</p>				