



MARY MOTHER OF THE CHURCH

58 Edgar Street, Macquarie Fields NSW 2564

Tel: 02 9605 6169

Email: mfields@dow.org.au

Supporting Roles for Sacramental Program

Education	Support	Covid
Catechist	Greeters	Marshal
Catechist Assistant	Registrars	
Classroom support	Hall set-up	
	Liturgy	

Greeters (x Three)

- Meet and greet candidates and family representative
- Guide candidates to the relevant registration table
- Know layout of the school and location of classrooms/Toilets/School Hall
- Lead candidates to their allocated classroom
- At the end of lessons, guide candidates to the Hall for Mass
- Provide other support where needed

Registrars. (x Three)

- Register attendees
- Maintain accurate records of attendance
- Collect fees
- Issue receipts
- Issue Name Tags
- Provide other support where needed

Hall support (x Four)

- Weekly set up for mass at 1 pm
- Approximately 200 chairs required – Covid spaced
- Weekly restore Hall before we leave – i.e. chairs and tables put away and swept



MARY MOTHER OF THE CHURCH

58 Edgar Street, Macquarie Fields NSW 2564

Tel: 02 9605 6169

Email: mfields@dow.org.au

Liturgy

- Assist PP with set up for Mass
- Allocate readers

Catechist (x Five)

- Prepare allocated lessons
- Deliver allocated lessons in accordance with the approved curriculum
- Teacher's and candidate manuals will be provided

Catechist assistant (x Five)

- Familiarise self with lesson content
- Assist, where required with candidate tasks during the lesson
- Assist with classroom setup and pack-up

Classroom support (x Five)

- Setup classroom with 20 tables and 40 chairs for each lesson
- Space candidate and parent/guardian 1 ½ metres apart from the next group
- Pack up/clean and sanitise at the end of each lesson

Covid Mashal (x One)

- In accordance with appropriated Health Directives in place
- Ensure Covid Spacing at all times
- Monitor wearing of Masks
- Collect all Covid declarations
- Ensure (if appropriate) registration using the QR code



MARY MOTHER OF THE CHURCH

58 Edgar Street, Macquarie Fields NSW 2564

Tel: 02 9605 6169

Email: mfields@dow.org.au

VOLUNTEERS NEEDED TO ASSIST WITH 1ST RECONCILIATION AND 1ST HOLY COMMUNION

Reconciliation

<i>Sunday, 1st August</i> Parent's meeting 10.45am till 1.00pm	<i>Role</i>	<i>Number required</i>	<i>I can help</i>
	<i>COVID Marshall</i>	<i>1</i>	
	<i>Registrars</i>	<i>3</i>	
	<i>Greeters</i>	<i>2</i>	
	<i>Hall support</i>	<i>4</i>	
<i>8th, 15th, 22nd, 29th August and 12th September (weekly)</i> Lessons – 10.45am till 1.00pm	<i>COVID Marshall</i>	<i>1</i>	
	<i>Registrars</i>	<i>3</i>	
	<i>Greeters</i>	<i>3</i>	
	<i>Hall support</i>	<i>4</i>	
	<i>Catechist Teacher</i>	<i>5</i>	
	<i>Catechist assistant</i>	<i>5</i>	
	<i>Classroom Support</i>	<i>5</i>	
	<i>Liturgy</i>		
<i>17th September (Friday) 7.30pm</i>	<i>COVID Marshall</i>	<i>1</i>	
	<i>Registrars</i>	<i>3</i>	
	<i>Greeters</i>	<i>2</i>	
	<i>Catechist</i>	<i>3</i>	
<i>Sunday, 3rd October</i> Parent's meeting 10.45am till 1.00pm	<i>COVID Marshall</i>	<i>1</i>	
	<i>Registrars</i>	<i>3</i>	
	<i>Greeters</i>	<i>2</i>	
	<i>Hall support</i>	<i>4</i>	
<i>17th, 24th and 31st October, 7th and 14th November (weekly)</i>	<i>COVID Marshall</i>	<i>1</i>	



MARY MOTHER OF THE CHURCH

58 Edgar Street, Macquarie Fields NSW 2564

Tel: 02 9605 6169

Email: mfields@dow.org.au

Lessons – 1045am till 1.00pm			
	<i>Registrars</i>	<i>3</i>	
	<i>Greeters</i>	<i>3</i>	
	<i>Hall support</i>	<i>4</i>	
	<i>Catechist Teacher</i>	<i>5</i>	
	<i>Catechist assistant</i>	<i>5</i>	
	<i>Classroom Support</i>	<i>5</i>	
	<i>Liturgy</i>		
<i>16th November (Tuesday) 7.30pm</i>	<i>COVID Marshall</i>	<i>1</i>	
	<i>Registrars</i>	<i>3</i>	
	<i>Greeters</i>	<i>2</i>	
	<i>Catechist</i>	<i>3</i>	
<i>Saturday, 20th November</i> There will be three masses for 1 st Holy Communion and assistance will be required from about 9.00am till approximately 6pm Masses at 10am, 1pm and 4pm	<i>COVID Marshall</i>	<i>1</i>	
	<i>Registrars</i>	<i>3</i>	
	<i>Greeters</i>	<i>3</i>	
	<i>Hall support</i>	<i>4</i>	
	<i>Catechist Teacher</i>	<i>5</i>	
	<i>Catechist assistant</i>	<i>5</i>	
	<i>Classroom Support</i>	<i>5</i>	
	<i>Liturgy team</i>		

Please contact Alan Raisbeck or the parish office by the weekend of 25th/26th July if you can assist.

Parish Office mfields@dow.org.au

Alan Raisbeck a.m.raisbeck@gmail.com