

St. Michael's Parish Groups/Ministries

<p style="text-align: center;">Community & Hospitality</p> <ul style="list-style-type: none">• Parish Pastoral Council (PPC)• Deanery• Mini Micks Group• Welcomers• Youth Group• Parish Support Team (PSP)• Counters & Bankers• Collectors• School Advisory Council (SAC)• Parents & Friends Auxiliary (PFA) / Uniform Shop• Finance Committee• Friendship Group• Grounds and Maintenance Committee• Combined Parishes Car Raffle• Archivists• Tennis Club• Netball	<p style="text-align: center;">Spiritual Growth</p> <ul style="list-style-type: none">• Sacramental Program• Charismatic Prayer Group• Small Church Communities• Spiritual Growth Groups (Prayer & Exposition, Advent Morning Prayer & Lenten Reflections)• Rite of Christian Initiation of Adults (RCIA)• Rite of Christian Initiation of Children (RCIC)
<p style="text-align: center;">Mission & Outreach</p> <ul style="list-style-type: none">• St. Vincent de Paul• Care Group• Emmaus Group• Social Justice Group• Friends of Same• Friends of Vietnam• AA	<p style="text-align: center;">Celebration & Worship</p> <ul style="list-style-type: none">• Lector Ministry• Liturgy Group / Choir & Musicians• Altar Servers• Communion to the Sick• First Friday Mass & Luncheon• Special Ministers of the Eucharist• Flower Team• Textiles Group• Sacristans• Children's Liturgy• Church Environment Group• Data Projector assistant

Community & Hospitality

1. PARISH PASTORAL COUNCIL (PPC)

“After being invited to join Parish Council my first thought was how much time is this going to take up, after accepting the first thing I noticed was the people involved, were people with many different gifts giving these gifts to their Parish in their own free time. I have learnt a great deal from these very gifted people; some of these gifts you do not even recognise until you sit down at our meeting. These meetings over the years seem to be different to other meetings for me, as I feel the Holy Spirit is working with each individual in the room; this is not something I expected when I first joined. I guess now I recognise it as being part of the Body of Christ

I started out thinking I will just do my bit to help the Parish out, now I feel this role has done more for me as an individual than I have done for the parish.” Michael Passmore Chairperson, PPC 2014

What is the Parish Pastoral Council Group offering for the life of the Parish community?

Developing a strategic plan every five years including setting pastoral objectives

Supporting the Parish Priest and team in the exercise of their day to day responsibilities

Liaising with the Parish Finance Committee regarding matters with financial implications

Liaising with, supporting and encouraging the activities of all Parish groups and engaging with and leading the Parish community so as to fulfil the council's objectives

Who can join or work in this group/ministry?

A member can either be elected at the assembly or if a vacancy arises the Parish Priest can make an appointment, the latter is subject to advice from Parrish Council members. The membership term is three years with a maximum of two terms

How often do you meet/serve?

A quorum will consist of a minimum of four parishioners and two ex-officio members. Meetings will occur monthly with the exception of January on a fixed day or as determined from time to time by the council.

What is involved in belonging to your group?

A chairperson's role is:

- To conduct council meetings
- To be a conduit between the community and the Parish Priest
- To be able to discern all aspects of Parish life
- To help provide a spark that may ignite the holy spirit in the community
- To encourage others on council to use their gifts
- To unite the council as a team with the goal of helping the Parish Priest, to best serve his community

A Parish Council member's role is:

- To assist and support the Parish Priest
- To attend Parish functions, events and representing groups on the council as per reporting schedule
- Be open to all aspects of life and promote a sense of welcome and inclusiveness
- Be respectful, available and approachable for parishioners to express their viewpoints

Providing ideas and guidance for involving parishioners in the spiritual life of the Parish community.

2. MINISTRY FOR THE BOROONDARA DEANERY

St. Michal's Parish is a member of the Boroondara Deanery consisting of twelve parishes in Boroondara area. Each parish nominates one or two lay members of the parish to attend an organised committee forum.

The Deanery representatives hold regular monthly meetings to organise an annual event for all parishioners in the Deanery.

During the regular meetings, parish representatives and some Parish Priests, when the busy Parish life allows, have the opportunity to discuss parish and faith issues of concern or of special interest. In addition to discussing St. Michael's Parish issues and events, the meeting also reveals other parish activities.

The Deanery committee organise events, generally only one or two per year. Based on the theme the committee decides is important, special guest speakers are organised to present at one of the parishes within the Deanery. The special events are promoted within each Parish and all parishioners have the opportunity to attend events where topics are relevant to parish life or may be of personal spiritual interest.

Past events address interfaith issues, research study on future and types of parish life, Lay Leadership in the Church, the life of Mary MacKillop, Art and Religion, Prayer and Meditation and many more topics.

Deanery newsletters further inform Parishes in the Boroondara region. Deanery parish representatives are the quiet achievers, contributing to inter-parish understanding and assist all parishes within the Deanery to examine the bigger issues that deepen our faith and contribute to a broader understanding of our Catholic traditions.

3. MINI MICKS GROUP

What is the ministry/group offering for the life of the Parish community?

- We aim to offer parents of pre-school children in the parish, an opportunity to meet other parents in the community and feel part of the St. Michaels community. It is a great chance for children to get to know other children who will be attending St. Michael's with them in the future.

Who can join or work in this group/ministry?

- Anyone is welcome to join our group.
- Currently we have 12 committee members plus the Pastoral Coordinator from the Parish Office.
- Generally the committee is made up of mothers of pre-school children however anyone is welcome.
- We would also welcome any parishioners who didn't want to commit to being on the committee but were happy to come to our gatherings and run a little music session or craft activity etc. with the children.

How often do you meet/serve?

- We meet 5 times a year generally on a Wednesday evening at 7:00PM.
- These meeting are to arrange the gatherings we hold throughout the year.
- We hold 1 morning tea per school term as well as an Easter & Christmas Liturgy and BBQ.
- The morning teas are held in the School Hub once a term from 9.30AM – 11:00AM.
- The Easter and Christmas BBQ's are held in the school grounds generally either Saturday afternoon after a special children's liturgy or after Sunday 10:00AM church.

What is involved in belonging to your group?

- Attending the meetings and gatherings listed above.

- We appreciate that not all members will always be available due to work commitments and being parents of young children, which is why we try and aim for around 12 members to spread the workload.
- At the morning tea and BBQ's we normally split up the tasks between members of bringing along some morning tea, helping with the BBQ, setting up, cleaning up etc.
- We also arrange for birthday cards to be sent to all children up to age 4 in the Parish. We generally meet at the start of the year one night and sit and write all the cards for the year out and then 1 member offers to post them off throughout the year.

There is no financial contribution required by members other than offering to bring along some morning tea from time to time.

4. WELCOMERS

A Welcome group was formed at St. Michael's in 1999 with the aim of sharing the gifts of hospitality and welcome.

Our purpose is to greet people warmly and sincerely as they arrive for Mass, recognise their presence, hand out the Parish Bulletin and generally make Parishioners and visitors feel comfortable, that they belong and are welcome.

When there is special event such as a baptism, Welcomers will usher and assist people to where seats are available and guide visitors to their seats.

On the 3rd Sunday of each month we celebrate a Welcome Mass to recognise new parishioners and share a morning tea in the Gathering Space after the 10.30 Mass. This provides an informal and social way to meet those who are new to our and foster their inclusion.

Welcomers provide a friendly, smiling face and endeavour to assist Parishioners and visitors to the Church.

We believe that an attitude of inclusion, genuine warmth and welcome enhances our feeling of belonging and connection.

Each year, it is our aim to speak at each of the Masses to communicate our role to the community and seek to involve more individuals, couples and families with the Welcomer's Ministry.

We currently have 19 Welcomers who are rostered to their preferred Mass time;

Saturday 6.30 Mass – 5 regular Welcomers

Sunday 9.00 Mass – 7 regular Welcomers

Sunday 10.30 Mass – 7 regular Welcomers

We also aim to meet annually to share any new ideas and thoughts for improvement

5. YOUTH GROUP

St. Michael's Youth Group organises masses and social events for our young people between Grades 5 and 9. This is open for all young people from St. Michael's community. In the past the Youth Group coordinator has worked closely with the Parish Priest to organise meaningful worship and activities which enable our young people to feel a sense of connection and to promote their faith development.

Parents and older young parishioners are encouraged to offer their support in assisting with running activities, supervision and planning liturgies.

6. PARISH SUPPORT PROGRAM (PSP)

The PSP Team's primary role is to organise the three yearly renewal of the PSP. The PSP is St Michael's thanksgiving program and provides most of the money needed to maintain and develop the Parish's facilities and equipment, as well as to fund many of St. Michael's activities and services.

The key messages the PSP Team strives to communicate to parishioners include:

- the critical role of the PSP in providing financial support for the functioning of the St. Michael's; and
- the importance of participation in the PSP by all parishioners who are able to make a regular commitment, whatever the amount.

With preparations for the next renewal campaign to start early in 2015, the PSP Team would welcome new members. Financial skills are not necessary. Writing or marketing skills would be helpful or simply someone with another perspective to provide a sounding board.

7. COUNTERS & BANKERS

The Counters and Bankers assist the Parish by counting and banking the Parish funds. Parishioners who have experience with counting money and are good with figures and balancing are welcome to join a team.

The teams are usually rostered on once a month.

8. COLLECTORS

At every weekend Mass we require reliable regular collectors to assist with at least one collection. We welcome men, women, young people and also encourage families to volunteer for this important ministry.

9. SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council is comprised of the St. Michael's Principal and Vice Principal and a group of parents from the school who have been nominated to the Council by the school community. We endeavour to have each grade in the school represented. The SAC meets on the second Wednesday of each month throughout the school year.

The appointment for each parent is 2 years.

The Council utilises parents who have a broad range of skills that they can offer the school community; educational experience in primary, secondary and tertiary environments, legal backgrounds, marketing, engineering and people who are strongly connected to the school community through regular connection with many parents.

The SAC acts as an advisory and sounding board for the senior staff at St. Michael's including responsibility for updating all school policies. The SAC liaises with the Parish Pastoral Council and receives and acts on reports from all School Committees including PFA and the Maintenance Committee.

10. PARENTS & FRIENDS AUXILIARY (PFA)

The PFA are a group of volunteer parents from St. Michael's Parish Primary School who meet monthly throughout the school year. The purpose of the committee is to co-ordinate social events throughout the year, provide a welcoming and friendly environment inclusive for ALL families and to raise approximately \$35,000/year. The PFA aim to have a variety of events that involve the children, the parents, the Parish, the staff and the wider community: ie:

Children - Mothers' Day Stall, Fathers' Day Stall

Parents - Trivia Night, Major Function

Parish - Women's Breakfast

Staff - the staff are invited to every function. The PFA provide staff with a catered lunch on International Teachers' Day.

Community - Ashburton Festival

Everyone - School Fair

The PFA have a strong relationship with the school leaders in Marisa Matthys and Meredith Bennett, we aim to work together on all events, supporting each other.

We also have a strong relationship with the Parish and work closely with Parish Office Team to ensure all functions/events are co-ordinated with the Parish and inclusive of all Parish members where appropriate. Communication is a key factor in the success of all PFA events. The PFA share their information through the school newsletter, a PFA newsletter sent out monthly to all school families) and through the Parish Bulletin when necessary. The Community are welcome to join committees for individual events throughout the year. If a member of the Parish was interested in participating behind the scenes for any of the following events then please contact the PFA President through the following e-mail address - pfa@smashburton.catholic.edu.au The PFA are responsible for the following events:

- Welcome Morning Tea on the first day of the school year
- Prep & New Family Welcome Drinks
- Ashburton Street Festival
- Trivia Night
- Easter Egg Raffle
- Student Walkathon
- Women's Mass & Breakfast
- Mothers' Day Stall / Fathers' Day Stall
- Fathers' Night Celebration
- External Sausage Sizzles
- Grandparents & Special Friends Mass & Morning Tea
- Major Function Social Night or School Fair (each event alternates biennially)
- St. Michael's Kids Disco
- Vision Portrait Photography Session (biennial)
- Christmas Carols in conjunction with the School Staff
- Graduation in conjunction with the Grade 6 parents.

The School Uniform Shop is a ministry overseen by the SAC/PFA in consultation with the School Principal. Skills required are ability to budget & order goods from suppliers and to liaise with School Principal regarding proposed uniform changes and/or requirements. If the Uniform Shop goes online in the future computer skills would be an advantage. The Shop currently opens once a week for about an hour after school with extra hours during the first week of Term 1 and during Prep orientation in Term 4. It also opens any time a new family enters they school community.

11. FINANCE COMMITTEE

The function of the PFC is to assist and advise the Parish Priest with the administration of the temporal goods of the Parish. The key tasks of the PFC are:

- Regular review of the Parish's financial accounts
- Setting Parish budget
- Making recommendations on the financial aspects of major Parish projects, investments and loans, (and ongoing monitoring of these items)
- Keeping the PPC updated on the financial status of the Parish
- Reporting to the broader Parish community through the AGM

The PFC meets after the end of each calendar quarter to review the quarterly financial accounts, with additional ad hoc meetings scheduled as required

We don't have a fixed membership quota for the PFC – typically there are 5 – 8 members from the Parish, plus the Parish Priest, with the Principal from the Parish School attending PFC meetings also. New members are invited to join the PFC by the Parish Priest, with financial literacy being the principal skill required. We don't apply fixed terms for PFC members and over the years have

been blessed with a natural membership turnover sufficient to balance continuity, diversity and renewal.

12. FRIENDSHIP GROUP

The Friendship Group was formed in August 2008. The group aims to foster and maintain friendships, companionship and support to senior women of the parish. It is open to all senior women of the parish.

The group meets in the Gathering Space on the third Friday of each month at 1.00pm with a BYO lunch. Tea and coffee provided. The members contribute \$2 each month and this offsets the cost of our Christmas lunch.

While we mainly sit and chat, we have on occasion had picnics at Hedgley Dene Gardens, played bingo, scrabble and other games. The knitting group knit the squares and they are made into blankets for the people of Lang Son in Vietnam. Marline Cooper, a foundation member of the Friendship Group now coordinates the Knitting Group.

We invite all interested women to come along.

Remember 3rd Friday of the month at 1.00pm

13. GROUNDS AND MAINTENANCE

The Grounds and Maintenance Committee organises working bees at St. Michael's School and Church Grounds throughout the year. Its purpose is to enhance the School and Church Grounds and buildings so that our spaces are always tidy and attractive. The PFA usually holds a sausage sizzle on the day of the working bee so it also provides an ideal way for members of our community to mix socially. Anyone with an interest or ability in gardening, building maintenance or simply general cleaning work around the place could attend.

14. COMBINED PARISHES CAR RAFFLE

St. Michael's Parish participates in the Combined Parishes Car Raffle held between February and May every year. This raffle is our major fund raiser each year and is a great way for our Parish to raise much needed funds for specific purposes.

The co-ordinator of the raffle needs to have excellent organisational skills to co-ordinate the distribution and collection of books to parishioners and school parents (working with a school team) and to collect and bank money as it comes in. An ability to keep accurate spreadsheet records is essential.

People to distribute raffle books and sell tickets at the Church exits after weekend masses are also required.

15. ARCHIVISTS

What do Archivists offer for the life of the Parish community?

"St. Michael's Parish ... cares for the community...active service to our own." (Mission Statement 2006)

Archivists provide for the conservation of all objects relevant to the history of the Parish and provide for access that is consistent with their privacy and conservation principles.

LIAISON: Engage in effective communication with the Parish Priest, Parish administrative staff, Parish Pastoral Council, Parish group leaders, St. Michael's school and parishioners. Such communication aims to ensure that principal Parish event documents, photographs are preserved and that significant anniversaries are signalled appropriately for celebration.

Who can join in this ministry?

Any parishioners able and willing to respect the confidentiality of the documents archived and able to ensure sensitivity in communication.

Willing to be pro-active in sourcing objects for archiving, such as taking “oral histories”.

Manual dexterity to perform tasks associated with physically preparing objects for conservation.

Willing to learn the principles and methods of “museum” standard conservation.

Able to use Microsoft Assess computer software.

How often do you serve?

By negotiation with the Parish Priest and the Parish administrative staff. Half-day sessions are usual for archiving and recording. Constant vigilance to identify events, liturgies, documents with significance for the archive.

What is involved in belonging to the archivist's group?

Interest and joy in recording the past and present life of the parish.

Physical preparation of objects for long-term storage.

Making a précis of longer records and establishing keywords to permit retrieval.

Making entries into the electronic database.

Taking and processing oral histories.

Reliability and commitment to work as a team.

Positions are available now and the co-ordinator's role is vacant.

16. TENNIS CLUB

The purposes of the Tennis Club are:

- to provide members with access to the use of all facilities and privileges of the Club.
- to arrange and manage tennis events and social activities for the benefit of Members of the Club on as may from time to time be decided on;
- to participate in inter-club competition organised by associations of tennis clubs or other similar bodies; and
- to develop and encourage a social spirit under the auspices of the game of tennis.

Historical Statement

St. Michael's Tennis Club was established by Fr John Ryan, the Parish Priest of St. Michael's Parish Church, in 1949. Parish land was set aside for the development of two En Tout Cas courts on the site where the courts are located currently. The courts were opened in October 1949 with the first committee meeting held on 26th September 1949. Fr Ryan was the inaugural President of the club. The tennis club is not incorporated and as such comes under the direct control of the Parish itself.

Membership

St. Michael's Tennis Club has a membership consisting of 30 families and 17 adults (5 concession). The bulk of the members live within the Parish boundaries. Members from outside the Parish are typically past parishioners who have relocated. Quite a few of the families at the school are members. The courts are well used for social tennis by the membership. Organised social is played on Tuesday and Friday mornings.

Competition

The club has only two teams playing competition at the moment. There is a Mixed team who play on Saturday afternoon (WDTA) and a Junior team who play on Sunday morning (VCLTA).

Court Usage

The club rents out the courts to Mark Sheppard (Kanga Tennis) on a Thursday after school has finished. Mark provides coaching services to some of the school students. The courts may be used by members any time outside school play times at which time the club grants students

access to the courts. The courts are well used for social play on weekends. In summer, they are also used after school when daylight savings is in effect.

17. NETBALL

The Netball Group provides social interaction in a team environment.

Spiritual Growth

18. SACRAMENTAL PROGRAM / CATECHISTS

In recent years St. Michael's Parish has had quite a few young families move into our Parish and we expect that this trend will continue into the future. This means of course that there is a greater need for us to provide even more support in our Sacramental programs. Parishioners who have had the benefit of our Parish's support with the Sacraments in their own families might consider giving some time to these programs.

Baptism Information Session: covers introduction to Baptism Rite and the symbols used as well as roles & responsibilities of parents & godparents. Involves a 60-75 minute session once a month on Saturday mornings or Tuesday evenings. Your involvement could be two sessions a year or more if able.

After School Sacramental Program (Reconciliation, Eucharist & Confirmation): Involves 6 Sundays of "ConneXion" sessions at 10:30AM where children are introduced to basic principles of the Catholic faith & practice. Approximately 10 one hour sessions of instruction for the specific sacrament at 4:00PM on Thursdays. Your involvement could be at least 3 ConneXions sessions a year or more and/or one 10 week term per year for one sacrament.

Rite of Christian Initiation of Children (RCIC): Involves 6 Sunday sessions at 10:30AM where children are introduced to the basic principles of the Catholic faith & practice & an introduction to the Baptism Rite and its symbols. Your involvement could be at least 3 sessions a year or more.

Training for these programs would be required. A teaching background for the Thursday lessons would be ideal.

19. CHARISMATIC PRAYER GROUP

As part of the Church community, St. Michael's Charismatic Prayer Group offer parishioners the opportunity to meet on a regular basis so as to grow in a deeper knowledge and love of God.

The meeting takes place in a relaxed atmosphere where joy and love of God is emphasised and where everyone is welcomed. God is praised with enthusiasm. The Word of God is listened to, and regular teaching, instructs and helps people to grow in their life in the Spirit. A leader coordinates different segments of the meeting. These may include:

Praise - God is praised in song and prayer for His wonder and majesty, His love and His faithfulness, and thanked for His intervention in our lives.

Prophecy - The Word of God is listened for and applied in our daily lives.

Teaching - A speaker may give a short talk on one of a variety of subjects aimed at helping us lead better Christian lives.

Scripture Reading - Members share brief passages of Scripture and may comment on what the passage means to them.

Intercession - There are always times of quiet prayer, followed by intercession for the needs of the world, the Church, parish and home.

Witness - An individual may relate a personal experience and how he or she has grown in the knowledge of the Lord, and the changes this produced in his or her life.

We meet every Tuesday at 1.30pm in the Gathering Space of the Church.

20. SMALL CHRISTIAN COMMUNITIES

COMMUNITIES consist of a gathering of up to 8 people. (This is the maximum ideal number for good communications and interaction.) We meet monthly to share our lives in the light of the Gospel & to support each other in good times and difficult times. Our meetings rotate through each of the members' homes. Meetings affirm the holiness of each person's life. Social interaction is an important part of each gathering. Meetings have a simple, informal structure.

Individuals wishing to start a new group of eight (8) are invited to attend the one remaining SMALL CHRISTIAN COMMUNITY group as participants/observers. When first conceived by the Archdiocese in the 1990s, St. Michael's Parish had three such groups. If you would like assistance in setting up a similar group, contact: Joe Vella: 9809 1618; Karen Brown: 9889 9496

21. SPIRITUAL GROWTH GROUP

St. Michael's Parish offers opportunities for spiritual growth throughout the year and according to the Church seasons:

- Prayer & Exposition
- Advent Morning Prayer
- Lenten Reflections

Everyone is invited to attend these sessions and if you have a background in faith development or liturgy planning you might be interested in assisting with the running of some of these.

22. RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)

The RCIA (Rite of Christian Initiation of Adults) is the process through which interested adults are gradually introduced to the Catholic faith and way of life. St. Michael's has provided the program since its formation by Pope Paul in 1972. Around the end of September each year any interested adults are invited to join us as we journey along the way to Easter. The RCIA team varies from year to year with core members and invited guests providing insights into Christianity from a Catholic perspective.

Talks on various topics are conducted throughout the journey on a weekly basis. The talks focus mainly on the statements in the Creed and the Sacraments. Other topics of particular interest to Catechumens are also explored. A typical evening begins with a social chat while waiting for everyone to arrive. Once everyone is there a prayer is read or a song played, after which the designated speaker will run the session for the evening based around a particular article of faith. The discussions last for around 1.5 hours. Once completed there is some prayer time in the Church (about 5 mins) before a cup of tea with some biscuits and cakes. Then time for home.

On Sunday's along the journey the Catechumens withdraw after the homily along with some of the team to further examine the Gospel of the day. Each person discusses the words of the gospel that stood out for them, which in turn leads to further discussion of the message the gospel presents to us today.

The RCIA team feel privileged to be part of the journey of faith for newest members of our community.

23. RITE OF CHRISTIAN INITIATION OF CHILDREN (RCIC)

The RCIC (Rite of Christian Initiation of Children) is the process through which children over the age of seven years are gradually introduced to the Catholic faith and way of life prior to their baptism. Parents are invited to enrol their children in this program throughout the year as required.

Parishioners who have had the benefit of our Parish's support with the Sacraments in their own families might consider giving some time to this programs.

Children are explore basic principles of the Catholic faith and practice and are then introduced to Baptism Rite and the symbols used as well as roles & responsibilities of parents & godparents.

Training for these programs would be required. A teaching background would be ideal.

Mission & Outreach

24. ST. VINCENT DE PAUL SOCIETY CONFERENCE – ST. MICHAEL'S PARISH ASHBURTON

The St. Vincent de Paul Society Conference – St. Michael's Parish Ashburton is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

The St. Michael's Ashburton Conference has been operating as an integral unit of St. Michael's Parish for over two decades and regularly provides support and material aid to over one hundred poor and desolate families, in the Alamein area, who seek the Society's help. No work of charity is considered foreign and no person is alien to the Conference.

St. Michael's Ashburton Conference is constantly looking for opportunities to offer "a hand up" to people in need. Members do this by respecting the dignity of the people assisted, sharing their hope and encouraging them to take control of their own destiny.

The Conference welcomes new members who share the Society's values to be part of a group that provide outreach services to the disadvantaged in the local community. Conference Members meet once every month on the first Monday from 7.30 pm to about 9pm in St. Michael's Church gathering space.

25. CARE GROUP

The Care Group provides assistance to people from the St. Michael's Parish and school community who require practical, short term support due to illness, accident or other life event or emergency.

The Care Group operates on a relatively informal basis. Care Group volunteers may be called upon occasionally to offer the following types of assistance.

- Preparation and drop off of meals
- Transport/accompaniment to appointments
- Grocery shopping or collection of prescriptions
- Undertaking occasional light gardening.

The Care Group complements (does not duplicate) the role of friendship and community support networks, and of other Parish groups such as the St. Vincent de Paul Society, Friendship Group or the Emmaus Group.

The Care Group offers support in the short term. People requiring longer term assistance are encouraged to access formal community, health and government services.

26. EMMAUS GROUP

Join the Emmaus group as someone to pray with & be in communion with bereaved family:

- to support the family at meeting to prepare funeral, AND/OR
- to help with the funeral mass setting up and praying with bereaved family, AND /OR
- to serve tea/coffee if necessary after the funeral, AND/OR
- to organize/attend Emmaus Christmas Mass yearly; writing anniversary cards.

It is a privilege to be in the group to support people who are vulnerable at this time.

Every experience of grief is different & requires a unique response.

People can come to a meeting and talk about their loved one who has died & we can offer comfort & support as well as practical assistance to plan the funeral liturgy & provide language to help talk about death & grief.

People who are newly grieving are vulnerable at this time and we must not use this ministry as a way of dealing with our own grief and should never make the meeting about our own past bereavements.

It is important for group members to have an understanding about how to support people at this time of vulnerability. Training is essential to prepare for ministry (Parish will provide training)

Confidentiality & respect for privacy is paramount.

Being in this ministry strengthens our own faith to minister alongside each other.

27. SOCIAL JUSTICE GROUP

The St. Michael's Social Justice Group provides a forum for sharing, education and action on issues of injustice in the local and wider community. The group seeks to promote a just society, in light of the gospels. The group's focus is on those whose voice is often not heard... the poor and oppressed in our society. The Social Justice Group at times combines with groups from the deanery to inform on issues of concern.

Some examples of the commitment of the group are:

- A long term association with the Same region in East Timor. Since 2002 St. Michael's Parish in association with the Friends of Same Support group in Boroondara council, have supported the Same people of East Timor, through sales of its locally brewed coffee. The proceeds of the sales have contributed to a Salesian Don Bosco student scholarship program in East Timor.
- The Opening the Doors Foundation that addresses Indigenous students need for financial assistance for their education.

The group meets on the first Monday of the month in the Gathering Space of the church at 7.30pm. Meeting dates are advertised in the newsletter.

28. FRIENDS OF SAME COFFEE PROJECT (part of Social Justice Group)

Members of the Social Justice group sell Friends of Same* organic coffee which supports local farmers and the broader Same community. Aside from our monthly Social Justice meeting, we sell coffee on the third Sunday of each month after Mass.

All parishioners are welcome to participate

a) simply by purchasing coffee to help raise funds for East Timor, OR

b) by joining the Social Justice group, attending the monthly meeting usually on the second Monday of the month and volunteering to help sell coffee after Mass on the third Sunday of the month.

Our members are also able to join the FoS, Boroondara (see below) for more specific East Timor involvement.

Our participation in the Coffee Project has been a most fulfilling activity as in the past it enabled us to build a relationship with the people of a Catholic Parish in Same. The project is most rewarding for a number of reasons. Previously we have forwarded money directly to the Parish Priest for specific maintenance projects of school buildings. We received ongoing reports directly from the Parish Priest about the projects we were funding. More recently we have opted into the Scholarship Fund with FoS, to support students who do not have the means to pay for themselves. Students study at secondary and tertiary level including areas such as agriculture, cooking, hospitality and tourism.

(*FoS are a community-based group based in the City of Boroondara. They are a part of a network of East Timor Friendship Groups providing a forum to coordinate support for the people of Same region, East Timor, in rebuilding their communities.)

29. FRIENDS OF VIETNAM

The Friends of Vietnam is a group that oversees the relationship with our sister Parish in Lang Son Vietnam. The relationship with Lang Son takes place in a number of different ways:

- There is regular communication with the Parish through visitations, skype links and a Blog. Over the past year Fr Hien and Fr Lam have visited Lang Son several times, and there have been three skype hook-ups with the entire school community and one with the Parish community after Mass. In September this year Fr Hien and Fr Lam will lead a group of about 20 Parishioners on a visit to Lang Son and other parts of Vietnam.
- There was a major fundraising dinner held last year that raised funds to build much needed wells in Lang Son to provide clean drinking water. The dinner raised \$60,000 and has resulted in clean water being provided to over 800 people.
- St. Michaels Parishioners have been active making blankets for people in Lang Son to keep warm in the winter when it can be cold.
- Several updates have been given to the Parish at Masses outlining the activities taking place between St. Michaels and Land Son.

The aim of the relationship with Lang Son is to provide an opportunity for the St. Michael's community to reach out to a community in a needy situation, to participate in a cultural exchange that includes the entire Parish, and to use our connections to Vietnam provided through Fr Hien and Fr Lam to do this. Although fundraising is an important component, the aim is for the relationship to go further than this and develop in a meaningful and rich cultural exchange.

The Friends of Vietnam is made up of Parishioners and teachers from St. Michaels. It currently comprises Jacinta Girolami, John O'Haire, Vincent Arthur, Helen Meehan and Christian Williams. Interest from other Parishioners would be welcome.

30. AA

The AA organisation meets in the Hub every Wednesday at 7:30 PM.

Celebration & Worship

31. LECTOR MINISTRY

Members of the Lector ministry proclaim the First and Second Readings during the liturgy of the Word and lead the prayers of the faithful at Mass.

The ministry is open to those who believe they can proclaim God's Word clearly and with faith as well as respecting God's presence in the Word.

Members of the ministry of Lectors are generally required to read once every 2 months.

Involvement in the Lector ministry requires a commitment to prepare for, and read at the Mass. The Parish will support new members to this ministry.

Clear, confident and articulate readers assist our community to hear, reflect and live the Word God speaks through the readings.

32. LITURGY GROUP / CHOIR AND MUSICIANS

What is this ministry/group offering for the life of the parish community?

The Liturgy Team, Choir and Music Ministry coordinates and prepares all the elements that support the liturgical life of the community. We ensure the rostering of readers, special ministers, altar servers, musicians and other special roles (for example, asking people to have their feet washed at the Holy Thursday Mass). We prepare the physical environment of the church for special liturgies - for example placing out special icons and pictures on feast days - working together with the Flower Team. We select music suitable for various liturgies and develop prayers and readings for special events such as the communal penance services at Christmas and Easter.

Who can join or work in this group / ministry?

Everyone! We are constantly looking for people to join in both preparing and participating in liturgy.

How often do you meet / serve?

The team meets for planning about four times each year. Once in the lead up to Lent / Easter and once in preparation for Advent / Christmas. The two other meetings usually coincide with some other special event, such as Confirmation or a special anniversary for the community.

With regard to serving, the number of times you participate is entirely dependent on your capacity to participate. Musicians, for example, may enjoy singing in the choir at Christmas only or they may want to play/ sing regularly either with a group or solo. For large events like Midnight Mass, the choir usually has three / four rehearsals in the weeks leading up to Christmas. Most other events, we have a single rehearsal prior.

What is involved in belonging to your group?

Willingness to participate. You can choose how involved you become in the work of our group. For example, you may want to be involved in the liturgies of Advent and Christmas only and only attend that meeting and share your ideas or you may want to become more regularly involved.

For more information about the Liturgy Team, Choir or Music Ministry, please speak with Therese Molnar on 0417.014.772 or email therese.molnar@gmail.com

33. ALTAR SERVERS

Each year there are approximately forty Altar Servers in the Parish from Grade Three to Secondary School. They serve at the weekend Masses and other Religious Occasions.

Rosters and roster slips (requests for Masses) are emailed to servers. Photos of the new and experienced servers are emailed to the Parish and servers and are only posted on the website with permission from parents or guardians.

At the Welcoming Masses the New Servers are introduced and Retiring servers are farewelled. Each year, servers in Year Seven and above receive medals and are admitted into the Guild of St. Stephen by the Archbishop at the Annual Altar Servers Mass at St. Patrick's Cathedral.

Practical training is on Sundays before and after Mass. Other times are available by request. The training servers are assisted by the other servers, Father Hien and the Lector. During the school holidays servers may be rostered on the midweek Masses. They will also assist in setting up for Mass and cleaning up afterwards. New servers begin after their First Eucharist and they are rostered on with experienced servers for the first few Masses.

The training includes:

- Guidelines to follow at Mass before training commences.

- Tests in written, oral and practical formats. There is no pass or fail, however, the tests are comprehensive and need time to complete.
- Practical application at Masses.

34. COMMUNION TO THE SICK

The Ministry for the sick consists of a group of dedicated volunteers who after Sunday Mass take the Blessed Sacrament to nursing or private homes where Church members who due to the frailty of age or sickness are unable to attend regular mass.

Through receiving the Eucharist and the Gospel readings, the sick and the elderly continue to share and participate in Parish life and experience the personal fulfilment and care of God's love in action.

New members are welcome to participate and continue to be the conduit between mass and the isolated members of our church community. This ministry attracts persons who enjoy the joy of caring for those who need care, share stories or just be there to listen.

For the organiser, there is a monthly issue of gospels and a roster to prepared and circulated. Volunteer members of this ministry are normally rostered once months, involving a Sunday activity, attending morning mass, then go to the designated homes allowing approximately 15 min per house.

The roster assists the ministers for the sick to pre-plan and sometimes the roster can be changed to meet special weekend requirements.

All involved in this ministry feel honoured and humble to share the journey of the elders and the sick in the church and often I hear comments that the ministers receive back much more then the task at hand. Some members have been active in this ministry in excess of 20 years so it is a valued and valuable ministry within the parish.

35. FIRST FRIDAY MASS AND LUNCHEON

The First Friday Mass of Anointing and Lunch group offers lunch and provides transport for our elderly and frail members of the Parish who might otherwise not have the ability to pray together at Mass and then share friendship and conversation over lunch. They also organise an annual Christmas lunch on the first Friday in December.

There are several ways that people could help this ministry:

- Making and delivering a loaf of sandwiches (on a rostered basis)
- Driving parishioners to and/or from Mass & lunch (on a regular or rostered basis). Drivers are welcome to join us for Mass and to stay for lunch and join in the conviviality.
- Joining the group who prepare and serve the lunch (on a regular or rostered basis).

36. SPECIAL MINISTERS OF THE EUCHARIST

A Special Minister of the Eucharist is a lay person, appointed by the Parish Priest to assist in the distribution of Holy Communion.

Special Ministers are required for the three Masses at St. Michaels each week-end. Those people rostered on (often every second week – depending on numbers of volunteers available) meet with the Priest in the Sacristy at least five minutes prior to the Mass, and wear the Cross which is provided. At the conclusion of Mass all Special Ministers return to the Sacristy to assist in cleaning the Chalices. This short time (only about five minutes) also gives volunteers an informal opportunity to get to know fellow Ministers.

During distribution of Holy Communion, Eucharist Ministers profess their own faith by saying " The Body of Christ". At times children and adults may approach the Altar and request a blessing. Special Ministers place a hand on their head and use an appropriate simple prayer.

Since becoming a Special Minister I feel a stronger connection to the St. Michaels congregation and find the experience prayerful and faith affirming.

37. FLOWER TEAM

The Flower Team endeavor to beautify the Sanctuary which is the focus of the celebration of daily Mass. During special liturgical celebrations such as Christmas and Easter, flowers which are a living symbol of beauty enhance the devotion of the congregation. Flowers are a symbol of welcome in many cultures and are used for many spiritual occasions and rituals.

The Team offer their skill and commitment to create a prayerful atmosphere in the Church. We work in teams of two and have a roster system and occasional meetings. We always invite and welcome new members to join our team – an experienced person would be your partner.

St. Michael's always uses fresh flowers to remind us of the beauty of God's creation.

38. TEXTILES GROUP

This group cares for all the church textiles, which includes making and caring for the altar linens and maintaining the vestments of the priests. The group meets when the need arises and warmly welcomes anyone who is interested in taking part in its activities. For any information please contact the Parish office.

39. SACRISTANS

What do Sacristans offer for the life of the Parish community?

"St. Michael's Parish ...comes together joyfully to celebrate and worship" (Mission Statement 2006)

Sacristans prepare the Altar and Church to enable the joyful celebration of Mass and other liturgies.

ALTAR: Ordinary Mass preparation involves: correctly locating tabernacle key, hosts on pattern, water and wine in cruets, chalices, finger bowl & towel, purifiers, and microphone & sound system. Light candles. Additional duties for Funeral Mass are: locating asperges bowl + sprinkler, thurible and incense boat. Additional duties for Healing Mass are: locating prayer books, and infirm oil.

After all Masses cleaning cruets, chalices and returning tabernacle key to the safe. Cleaning sand under votive candles.

CHURCH: Open the church doors. Tidy the church. Ensure adequate heating and lighting. After Mass extinguish all burning candles and switch off sound system, all lighting and heating. Close & lock all church doors

LIAISON: Communication amongst sacristan group. Liaise with funeral directors and Emmaus Group to ensure individual requirements are met on the day. Liaise with Parish office staff to ensure continued timely supply of consumables such as hosts, wine and candles.

Who can join in this ministry?

Reliability: Must be able to make and keep the commitment to arrive early and lock up after liturgy. Must be able and willing to work in a small team.

How often do you serve?

Sacristan (M-F) Olga Tennison + Greg Brown. (Sat Evening) Beryl Rapose. Sunday vacant. (First Friday Healing Mass) Lawrence Jesudason.

Co-ordinator: Greg Brown.

Opportunities exist particularly for weekend Masses and for providing relief on weekdays.

What is involved in belonging to the sacristans group?

Reliability and commitment to work as a team.

Commitment can be to one regular Mass such as Sunday 9.00am or to a special Mass such as Funerals or availability to provide occasional relief.

40. CHILDREN'S LITURGY

The Children's Liturgy Group aims to provide the primary school aged children of the parish with the opportunity to explore the Word in language they can easily interpret. They ask questions and discuss the meaning of the messages in the readings of the day in a relaxed and supportive forum. The children relate the message from the Word to their own life and suggest how they can put into action the message of the day.

This ministry is open to any adult who enjoys talking with the children of our Parish and helping them to interpret the Word.

We aim to meet as a group four times a year, to touch base and share ideas. Each leader is rostered on to lead a session at 9:00am mass approximately three to four times every six months. (Depending on the number of leaders available to be on the roster.)

The Leaders of Children's Liturgy are provided with the readings and an activity sheet, relating to the readings of the day, several weeks prior to their rostered session. The Leaders pre-read the readings and notes which provide ideas for discussion with the children. The leaders are given the freedom to decide on how they wish to engage the group, depending on their personal talents and gifts, i.e. artwork, dramatization, craft, storytelling. There are many resources including props, songs, books and posters in the store room upstairs from which the leaders can find inspiration for their session. The Children's liturgy group session runs for approximately 15 minutes during the mass as the main congregation is listening to the Word, Homily and Prayers of Intercession. It is up to each individual leader to decide how much preparation time they require prior to their session. The size of the group varies from week to week as do the ages of the children attending so the leader needs to be flexible with their plans and preparation.

41. CHURCH ENVIRONMENT GROUP

This group is made up of several smaller groups: the flower team, the linens team who sew and prepare the altar linen, those who wash and iron the purifiers, corporals and small linens used at every Mass, those who clean and maintain the candles/candlesticks, even those who make it a point to tidy the pews after every Mass. All these make a contribution to keeping St. Michael's Church ready for the celebration of all the feasts and seasons of the liturgical year. Over all the task of the group is to prepare the Church so that as soon as people enter they sense that it is a House of God and a place of prayer and welcome for all. We try to make it as beautiful as we can so that it speaks without words of the liturgical time being observed and the holiness of what is celebrated and contained within its walls. While the tasks of preparing the environment require weekly, sometimes daily, attention rosters make sure that the load is spread and it is a very satisfying and uplifting form of service.

42. DATA PROJECTOR ASSISTANT

This ministry is new and involves operating the projection of the Order of the Mass onto the big screen during Mass. This ministry may appeal especially to our members of the Parish who feel comfortable working with computers. Young people, families and anyone else may like volunteer for this.

Christ Has No Body St Teresa of Avila

Christ has no body but yours,
No hands, no feet on earth but yours,
Yours are the eyes with which he looks with
compassion on this world,
Yours are the feet with which he walks to do
good,
Yours are the hands, with which he blesses all the
world.
Yours are the hands, yours are the feet,
Yours are the eyes, you are his body.
Christ has no body now but yours,
No hands, no feet on earth but yours,
Yours are the eyes with which he looks with
compassion on this world.
Christ has no body now on earth but yours.