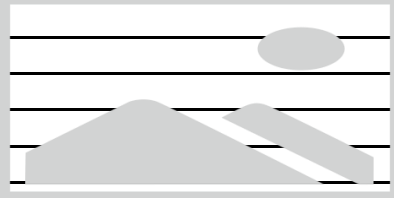

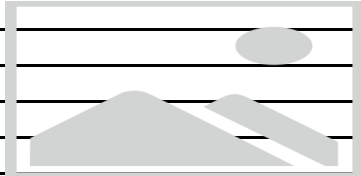
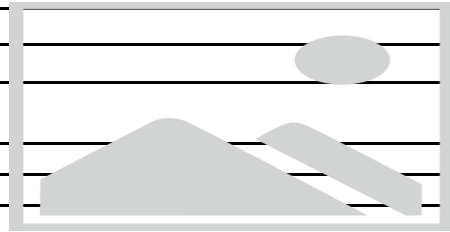


TIME	TASK	
6.00pm/10.00am	OPEN AND HOOK THE TWO FRONT DOORS	
BEFORE MASS	TURN TO YOUR LEFT AND TURN ON THE 4 LIGHT switches in the church porch	
	WALK THROUGH THE DOORS DOWN THE AISLE and open vestry door	
	OPEN THE SWITCHBOARD, switch on window spots, toilets	
	Ensure heating is on,switch is below lighting switch panel under plastic guard	
	Unlock/open the kitchenette door and turn on light behind the door	
	OPEN/UNLOCK THE DOOR TO OUTSIDE	
	Ensure Parish notices are at this entrance as well as the front door	
	UNLOCK one or two of the gates, each side of the church.	
	GO BACK INSIDE INTO THE vestry and turn on microphone, and switches for the church lights.	
	LIGHT THE TWO CANDLES ON THE ALTER	
	Ensure the missal is on the alter and the book on the lectern for the right Sunday	
	OPEN THE KEY SAFE	
	TAKE THE KEY AND OPEN THE LARGE SAFE IN THE CUPBOARD	
	SET UP ON GREY LEDGE on the LH side - one chalice, jug of water and bowl. One purifier	
	At 10.00 - small table in aisle place the pattern with one large host and a handful of small as well as the carafe of wine. For the Offertory procession	
	Fr. Tony/priest will need to check the tabernacle for any host that are consecrated.	
	Ask two people to take up the offertory, preferably children or young people	
Volunteers required	1. ASK SOMEONE or two people TO DO THE TWO READINGS - CHECK READINGS	
	2. Ask someone to read the Prayers of the Faithful	
	4. Ask someone to be a special minister	
AFTER 10.00am MA	Pack up all items, check newsletters and tidy chairs/church	
	Blow out candles and take all items into sacristy	
	Place the chalice, pattern, key items back into the safe.	
	Take money from the collection and place in a bag and place in safe	
	When all items are in safe, lock and close.	
	Check the Morning tea Roster, if someone can lock the church. For you if required.	
	When all finished, close sacristy door, ensure all is locked up.	
	Close the side doors.	
	When the trestle table has been stored back into the foyer, lock the two doors	
	When all cups etc are washed and cleaned the kitchenette can be closed/locked	
	Lock the side gates	

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2.2.26	MARY AND PETER			MAREE	VARSHA AND BR PETER
9.2.26	PENNY AND HELEN			MAREE	MAREE
16.2.26	MARY AND PETER			MAREE	VARSHA AND BR PETER
25.2.26	PENNY AND HELEN			MAREE	MAREE
2.3.26	MARY AND PETER			MAREE	VARSHA AND BR PETER
9.3.26	PUBLIC HOLIDAY			MAREE	MAREE
16.3.26	PETER AND			MAREE	VARSHA AND BR PETER
23.3.26	PENNY AND HELEN			MAREE	MAREE
30.3.26	PETER AND			MAREE	PUBLIC HOLIDAY
6.4.26	PUBLIC HOLIDAY			MAREE	MAREE
13.4.26	PETER AND			MAREE	VARSHA AND BR PETER
20.4.26	PENNY AND HELEN			MAREE	MAREE
27.4.26	MARY			MAREE	VARSHA AND BR PETER
	Interested in visiting with members - Virginia schneider - 0417 137 736				
	Michelle Monk - 0400 336 605 ava Friday or Saturday				
	Gerard Barns - 0419 705 350 ava Tuesday or Wednesday				

DAY/DATE	SET UP FOR MASS	1ST READING	2ND READING	PRAYERS OF THE FAITHFULL	OFFERTERY	SPECIAL MINISTER
28.3.26 - SATURDAY NIGHT 6.00PM	MARY Galea will organise volunteers for Mass					
29.3.26 - PALM SUNDAY 10.00 AM	MARY/MAREE					
2.4.26 HOLY THURSDAY - 7.30pm	MARY AND MAREE					
3.4.26 - GOOD FRIDAY - 3.00pm	MARY AND MAREE					
4.4.26 - SATURDAY - EASTER VIGIL 7.30PM	MARY Galea will organise volunteers for Mass					
5.4.26 - SUNDAY 5.4.26 10.00am	MARY AND MAREE					