

# St Martin de Porres

## Ministry Rosters

For  
Welcoming  
Commentator  
Readers  
Ministers of Communion  
Bookshop  
Counters  
Washing Linen  
Cleaners



**3<sup>rd</sup>/4<sup>th</sup> October, 2020**

**to**

**30<sup>th</sup>/31<sup>st</sup> January, 2021**

**Please read the description of your Ministry**

**If you are unable to fulfil your Ministry, please arrange to change with someone. Phone numbers attached.**

**The Hallett Cove Catholic Community thanks you all for the work you do for us.**

**If you wish to make any changes to future rosters, please let me know in the office. Thank you**

**Pat McKenna**



**Parish Office Details:**

24 Strathmore Tce, Brighton

Ph: 8296 7292

Email: [hcp parish@adam.com.au](mailto:hcp parish@adam.com.au)

Office Hours: Tuesdays - Fridays: 9am -3pm

## DUTIES OF MINISTERS

**ALL MINISTERS TO ARRIVE 10 MINUTES BEFORE MASS.**

### **Commentator**

Read opening welcome, announce children's liturgy when on, Prayers of the Faithful and any notices at end of Mass as well as any other requirements by priest.

Ensure all rostered people are present. Ensure that Ministers of Communion know whether they are distributing hosts or wine. Arrange replacements if necessary.

Select a family for Offertory gifts. **If children's Liturgy weekend - they will do it.**

### **Welcomers**

Greet people at the door and give them a newsletter.

#### **Sunday morning only**

Set up for tea/coffee in kitchen. Make sure urn is full before Mass.

Serve tea/coffee after Mass, then clean up kitchen areas before leaving.

### **Readers**

Please read and pray over your reading for the week prior.

Reader 1 reads First Reading and Psalm. Reader 2 reads Second Reading, then asks everyone to stand and leads the Gospel Acclamation. Please pause for 10 seconds after each reading before commencing the next part.

Check with musicians whether PSALM and ALLELUIA response/verse is being sung.

***Proclaim the Word of God – Speak clearly, slowly and with reverence.***

### **Ministers of Communion**

**Before Mass**, organise who will be giving Bread or Wine and who will be opening the tabernacle.

Process in and out with the priest. During the Lamb of God make your way to the altar & bow together. All ministers to wash hands or use antiseptic wash then line up behind the altar.

Chalice ministers to collect purifier from the credence table.

**After Mass** wash all chalices and patens used for Communion. Put white cloths in dirty washing bag. 6p.m. ministers to set up for next Mass. If unsure what to do see Mass Sacristan.

9.15a.m. ministers put all chalices and patens away in cupboards in Sacristy.

**Please remember that there is a dress code - especially at time when there is First Communion**

### **Counters**

To count money after 9.15a.m. Mass. See sheet on wall in counters room.

### **Linen**

Please collect the dirty linen from the cupboard in the Sacristy (next to Altar Server Garments) after 9.15a.m. Mass on Sunday, and RETURN washed and ironed the next weekend.

### **Bookshop**

Open the shutter after Mass. Help sell items as required. Please place money in box in cupboard. Record all sales in book. Please advise Vinnies if any items are required or if any special orders are needed.

### **Cleaners**

See notices in cleaning cupboard. Co ordinate with other members of team for time and duties.

### **COVID Marshal**

Ensure that the COVID plan is being implemented and adhered to.

***Thank You.***

**Please note – due to COVID 19 Restrictions the following changes apply:**

- Please sign in as you come to Mass
  - Please use hand sanitizer
  - At this time we are not allowed morning tea, and we are not allowed to hand out bulletins, so welcomers are not needed yet.
  - One Communion Minister only – if Tim is in attendance, you will not be needed for distribution of communion, but you will be required to help with the dishes. No Chalice ministers needed. Please ensure you use the hand sanitiser before giving out communion.
  - Collections are not allowed. Boxes in foyer – Sacristans to clear after Masses.
  - No Offertory Procession
  - Counters are to count after the weekend Masses—to be done in the kitchen area as the counting room does not allow for social distancing.
  - Bookshop not to be opened at this time.
  - Commentator, Readers, Counters, Linen & Cleaners rosters all as per normal.
  - COVID Marshals to be in attendance for all Masses
- If restrictions are lifted and we are allowed to have more ministers, I will redo the rosters.

**3<sup>rd</sup>/4<sup>th</sup> October, 2020 – 27<sup>th</sup> Sunday in Ordinary Time, Year A**

<b>Mass</b>	<b>6pm</b>	<b>9.15am</b>
<b>Commentator</b>	Ken Holman	Zyg Staszyc
<b>1st Reader</b>	Greg Schar	Rick Grimshaw
<b>2nd Reader</b>	Julie Schar	Mila Grimshaw
<b>Ministers of Communion</b>		
	Philippa Hanlon	Trish Lillywhite
<b>Counters</b>	Glenice & Terry Fanning, Maureen Griggs	
<b>Linen</b>	Tina Evans	
<b>Cleaners</b>	School	

**10<sup>th</sup>/11<sup>th</sup> October, 2020 – 28<sup>th</sup> Sunday in Ordinary Time, Year A**

<b>Mass</b>	<b>6pm</b>	<b>9.15am</b>
<b>Commentator</b>	Pat Carlisle	Michael McPeake
<b>1st Reader</b>	Leah Calilung	Mike Ellul
<b>2nd Reader</b>	Pat McKenna	Vegis Pribadi
<b>Ministers of Communion</b>		
	Gaynor Ramsay-Matthews	Michael McPeake
<b>Counters</b>	John Paul, Kevin McHugh, Ansel D'Souza	
<b>Linen</b>	Jim Digance	
<b>Cleaners</b>	Tim Grauel, Regina Dallemule, Tina Evans	

**17<sup>th</sup>/18<sup>th</sup> October, 2020 – 29<sup>th</sup> Sunday in Ordinary Time, Year A**

<b>Mass</b>	<b>6pm</b>	<b>9.15am</b>
<b>Commentator</b>	Greg Schar	Joy Saba
<b>1st Reader</b>	Gaynor Ramsay-Matthews	Ben Catalano
<b>2nd Reader</b>	Brenda Digance	Rae Campbell
<b>Ministers of Communion</b>		
	Liz Fitzgerald	Libby Thompson
<b>Counters</b>	Glenice & Terry Fanning, Bernadette Kerr, Jim Digance	
<b>Linen</b>	Cely Farley	
<b>Cleaners</b>	Chris Green, Jeremy Naismith, Matt Perry	

**24<sup>th</sup>/25<sup>th</sup> October, 2020 – 30<sup>th</sup> Sunday in Ordinary Time, Year A**

**Mass** 6pm 9.15am  
**Commentator** Pat McKenna Claire Pinson  
**1st Reader** Pat Carlisle Julie Staszyc  
**2nd Reader** Malcolm Balkwill Joel Pinson  
**Ministers of Communion**  
Shirley Hanna Ben Catalano

**Counters** Liz Fitzgerald Phil Sokol, Peter Smith, Leon Lynch  
**Linen** Novia Pereira  
**Cleaners** Matthew Aitken, Barbaro Family

**31<sup>st</sup> October/1<sup>st</sup> November, 2020 – All Saints, Year A**

**Mass** 6pm 9.15am  
**Commentator** Brian Spencer Julie Staszyc  
**1st Reader** Pat McKenna Maurice Ralph  
**2nd Reader** Shirley Hanna Joy Saba  
**Ministers of Communion**  
Matthew Aitken Matt Perry

**Counters** John Paul, Kevin McHugh, Ansel D'Souza  
**Linen** Mila Grimshaw  
**Cleaners** School

**7<sup>th</sup>/8<sup>th</sup> November, 2020 – 32<sup>nd</sup> Sunday in Ordinary Time, Year A**

**Mass** 6pm 9.15am  
**Commentator** Pat Carlisle Joy Saba  
**1st Reader** Gaynor Ramsay-Matthews Novia Pereira  
**2nd Reader** Leah Calilung Julie Staszyc  
**Ministers of Communion**  
Lyn Spencer Helen Thompson

**Counters** Glenice & Terry Fanning, Maureen Griggs  
**Linen** Violet Porter  
**Cleaners** Tim Grauel, Regina Dallemule, Tina Evans

**14<sup>th</sup>/15<sup>th</sup> November, 2020 – 33<sup>rd</sup> Sunday in Ordinary Time, Year A**

**Mass** 6pm 9.15am  
**Commentator** Tania Holman Zyg Staszyc  
**1st Reader** Greg Schar Anthony Garton  
**2nd Reader** Julie Schar Kevin McHugh  
**Ministers of Communion**  
Ken Holman Maurice Ralph

**Counters** Liz Fitzgerald Phil Sokol Peter Smith, Leon Lynch  
**Linen** Jim Digance  
**Cleaners** Chris Green, Jeremy Naismith, Matt Perry

**21<sup>st</sup>/22<sup>nd</sup> November, 2020 – Our Lord Jesus Christ, King of the Universe, Year A**

**Mass** 6pm 9.15am  
**Commentator** Ken Holman Michael McPeake  
**1st Reader** Malcolm Balkwill Ben Catalano  
**2nd Reader** Brenda Digance Mike Ellul  
**Ministers of Communion**  
Lil Borlagdan Zyg Staszyc

**Counters** Glenice & Terry Fanning, Bernadette Kerr, Jim Digance  
**Linen** Tina Evans  
**Cleaners** Matthew Aitken, Barbaro Family

**28<sup>th</sup>/29<sup>th</sup> November, 2020 – 1<sup>st</sup> Sunday of Advent, Year B**

<b>Mass</b>	<b>6pm</b>	<b>9.15am</b>
<b>Commentator</b>	Greg Schar	Claire Pinson
<b>1st Reader</b>	Shirley Hanna	Claire Pinson
<b>2nd Reader</b>	Pat Carlisle	Joel Pinson
<b>Ministers of Communion</b>	Orlando Calilung	Heather Byrth

**Counters** John Paul, Kevin McHugh, Ansel D'Souza  
**Linen** Cely Farley  
**Cleaners** Tim Grauel, Regina Dallemule, Tina Evans

**5<sup>th</sup>/6<sup>th</sup> December, 2020 – 2<sup>nd</sup> Sunday of Advent, Year B**

<b>Mass</b>	<b>6pm</b>	<b>9.15am</b>
<b>Commentator</b>	Tania Holman	Julie Staszyc
<b>1st Reader</b>	Ken Holman	Teresa Pascoe
<b>2nd Reader</b>	Tania Holman	Gary Pascoe
<b>Ministers of Communion</b>	Brenda Digance	Bob Byrth

**Counters** Glenice & Terry Fanning (not when welcoming), Maureen Griggs not 1/11 –  
**Linen** Novia Pereira  
**Cleaners** School

**12<sup>th</sup>/13<sup>th</sup> December, 2020 – 3<sup>rd</sup> Sunday of Advent, Year A**

<b>Mass</b>	<b>6pm</b>	<b>9.15am</b>
<b>Commentator</b>	Brian Spencer	Joy Saba
<b>1st Reader</b>	Pat McKenna	Mila Grimshaw
<b>2nd Reader</b>	Jeff Papps	Rick Grimshaw
<b>Ministers of Communion</b>	Jim Digance	Maree Friday

**Counters** Liz Fitzgerald Phil Sokol, Peter Smith, Leon Lynch  
**Linen** Mila Grimshaw  
**Cleaners** Chris Green, Jeremy Naismith, Matt Perry

**19<sup>th</sup>/20<sup>th</sup> December, 2020 – 4<sup>th</sup> Sunday of Advent, Year A**

<b>Mass</b>	<b>6pm</b>	<b>9.15am</b>
<b>Commentator</b>	Ken Holman	Zyg Staszyc
<b>1st Reader</b>	Leah Calilung	Maurice Ralph
<b>2nd Reader</b>	Brenda Digance	Vegis Pribadi
<b>Ministers of Communion</b>	Pat McKenna	Mila Grimshaw

**Counters** Glenice & Terry Fanning, Bernadette Kerr, Jim Digance  
**Linen** Violet Porter  
**Cleaners** Matthew Aitken, Barbaro Family

**Thursday 24<sup>th</sup> December - Christmas Eve – Family Mass 7pm**  
**Christmas Eve – Vigil Mass 10pm**  
**Friday 25<sup>th</sup> December - Christmas Day Mass 9.30am**

**Volunteers as per sheets in foyer**

**26<sup>th</sup>/27<sup>th</sup> December, 2020 – The Holy Family of Jesus, Mary & Joseph, Year B**

**Mass** 6pm 9.15am

**Commentator**

**1st Reader**

**2nd Reader**

**Volunteers as per sheets in foyer**

**Ministers of Communion**

**Counters** John Paul, Kevin McHugh, Ansel D'Souza

**Christmas Collections:** Glenice & Terry Fanning, Maureen Griggs

**Linen** Tina Evans

**Cleaners** Tim Grauel, Regina Dallemule, Tina Evans

**2<sup>nd</sup>/3<sup>rd</sup> January, 2021 – The Epiphany of the Lord, Year B**

**Mass** 6pm 9.15am

**Commentator**

**1st Reader**

**2nd Reader**

**Volunteers as per sheets in foyer**

**Ministers of Communion**

**Counters** Glenice & Terry Fanning, Bernadette Kerr, Jim Digance

**Linen** Jim Digance

**Cleaners** School

**9<sup>th</sup>/10<sup>th</sup> January, 2021 – The Baptism of the Lord, Year B**

**Mass** 6pm 9.15am

**Commentator** Pat Carlisle Michael McPeake

**1st Reader** Gaynor Ramsay-Matthews Rae Campbell

**2nd Reader** Brenda Digance Novia Pereira

**Ministers of Communion**

Malcolm Balkwill Cely Farley

**Counters** Liz Fitzgerald Phil Sokol, Peter Smith, Leon Lynch

**Linen** Cely Farley

**Cleaners** Chris Green, Jeremy Naismith, Matt Perry

**16<sup>th</sup>/17<sup>th</sup> January, 2021 – 2<sup>nd</sup> Sunday in Ordinary Time, Year B**

**Mass** 6pm 9.15am

**Commentator** Brian Spencer Claire Pinson

**1st Reader** Pat Carlisle Kevin McHugh

**2nd Reader** Malcolm Balkwill Anthony Garton

**Ministers of Communion**

Peter Smith Rick Grimshaw

**Counters** John Paul, Kevin McHugh, Ansel D'Souza

**Linen** Novia Pereira

**Cleaners** Matthew Aitken, Barbaro Family

**23<sup>rd</sup>/24<sup>th</sup> January, 2021 – 3<sup>rd</sup> Sunday in Ordinary Time, Year B**

<b>Mass</b>	<b>6pm</b>	<b>9.15am</b>
<b>Commentator</b>	Tania Holman	Julie Staszyc
<b>1st Reader</b>	Ken Holman	Rick Grimshaw
<b>2nd Reader</b>	Tania Holman	Mila Grimshaw
<b>Ministers of Communion</b>	Pat McKenna	Rima Tashman

**Counters** Glenice & Terry Fanning, Maureen Griggs  
**Linen** Mila Grimshaw  
**Cleaners** Tim Grauel, Regina Dallemule, Tina Evans

**30<sup>th</sup>/31<sup>st</sup> January, 2021 – 4<sup>th</sup> Sunday in Ordinary Time, Year B**

<b>Mass</b>	<b>6pm</b>	<b>9.15am</b>
<b>Commentator</b>	Ken Holman	Joy Saba
<b>1st Reader</b>	Shirley Hanna	Teresa Pascoe
<b>2nd Reader</b>	Jeff Papps	Gary Pascoe
<b>Ministers of Communion</b>	Linda Papps	Kerry Cornelius

**Counters** Liz Fitzgerald Phil Sokol, Peter Smith, Leon Lynch  
**Linen** Violet Porter  
**Cleaners** Chris Green, Jeremy Naismith, Matt Perry

***Please advise Pat in the parish office if you wish to change any ministries  
– join new ones or come off the next roster or any dates that you may be unavailable  
in the next 6 months by 17<sup>th</sup> January, 2021. Thank you.***

**Phone Listing**

<b>Surname</b>	<b>First</b>	<b>Phone No</b>	<b>Surname</b>	<b>First</b>	<b>Phone No</b>
Aitken	Matthew	8322 2995/ 0413 994 881	Holman	Ken & Tania	8387 2110/ 0437 910 043
Balkwill	Malcolm	8270 3389	Kennedy	Janet	8381 4125/ 0433 814 271
Barbaro	Family	7009 6920	Kerr	Bernadette	0418 836 659
Borlagdan	Lil	8322 0607	Lillywhite	Trish	0448 593 468
Byrth	Heather & Bob	8381 6191/ 0409 816 191	McHugh	Kevin	8381 2835/ 0408 820 482
Calilung	Orlando & Leah	8294 5701/ 0431 946 662	McKenna	Pat	0413 354 482
Campbell	Rae	8381 4872/ 0421 377 555	McPeake	Michael	8387 3202/ 0413 805 089
Carlisle	Pat	8387 0032/ 0405 397 667	Naismith	Jeremy	0433 403 301
Catalano	Ben	0403 128 935	Pascoe	Gary & Teresa	8384 3026
Cornelius	Kerry	0430 203 333	Paul	John	8322 8743/ 0401 056 503
Dallemule	Regina	8381 1702/0405 974 186	Pereira	Novia	8322 8689
Digance	Brenda	0455 168 488	Perry	Matt	0425 175 133
Digance	Jim	0417 845 881	Pinson	Claire & Joel	0448 873 889
D'Souza	Ansel	0479 101 768	Porter	Violet	8381 5553/ 0413 996 010
Ellul	Mike	0401 134 294	Pribadi	Vegis	0403 214 955
Evans	Tina	0450 212 264	Ralph	Maurice	8381 1520
Fanning	Terry & Glenice	8387 5845/ 0419 230 529	Ramsay-Matthews	Gaynor	8381 9202/ 0432 155 482
Farley	Cely	0419 216 702	Saba	Joy	0407 128 822
Fitzgerald	Liz	8381 6360/0407 714 715	Schar	Greg & Julie	0477 093 349/ 0401 175 139
Friday	Maree	0414 734 414	Smith	Peter	0434 078 790
Garton	Anthony	8381 6580/ 0427 882 030	Sokol	Phil	8381 4426/ 0403 441 906
Grauel	Tim	0437 622 262	Spencer	Brian & Lyn	8381 5910/ 0410 557 560
Green	Chris	8381 2883/ 0412 146 528	Staszyc	Julie	0400 718 313
Griggs	Maureen	0412 921 093	Staszyc	Zyg	8322 1375/ 0410 094 504
Grimshaw	Mila & Rick	8381 5564/ 0499 550 094	Tashman	Rima	7329 0410
Hanlon	Philippa	0416 086 200	Thompson	Helen	8384 8181/ 0413 561 655
Hanna	Shirley	0403 432 594	Thompson	Libby	0410 541 194
Hassan	Vanessa	0402 351 196			