



SS PETER AND PAUL PARISH MINISTRY MANUAL 2023-24



SS PETER & PAUL
KIAMA

ST MATTHEW'S
JAMBEROO

ST MARY STAR OF THE SEA
GERRINGONG

MINISTRIES SERVING THE WHOLE PARISH

MINISTRY	OUTLINE	CONTACT PERSON/S
Catechists	Catechists teach scripture lessons once per week in State schools. Relief catechists replace catechists who are unavailable for their classes. Catechists' helpers assist in the classroom.	Gai Delavere – 0401 468 209
Catholics Returning Home	Meet with people who have been away from the church for a period of time and help them on their journey back	Ann Barron – 4234 2704
Catholic Women's League	The CWL fosters the spiritual, cultural, intellectual and social development of women, helps others in need and encourages friendships. Undertakes bereavement visits. Meets on the first Wednesday of the month as 1.30pm	Ann Hassett – 4232 2370
Counting Teams	Teams are rostered on a regular basis to count money received in the offerings	Parish Office-4232 2081
Collectors (Money)	Organise the physical collection of money from the congregation during Mass	Gerringong Team Kiama/ Jamberoo
Christian Meditation	A form of silent, contemplative prayer. "Be still and know that I am God"	Maria Baden - 0408 245 212
Creative Spirituality Art Group	Spend time with others in silence making art. Bring your own materials	Marion Tonkes - 4237 6949
Cursillo	Cursillo is a powerful and inspiring live in weekend which can have a profound effect on one's Christian life. Separate women's and men's weekends are held yearly	Steve Pearson - 4232 2858
Eucharistic Adoration & Divine Mercy Adoration	Tuesdays following the 5pm Mass in Kiama; Thursdays, 8.30am-9.30am in SS Peter & Paul Church Wednesdays, 3.00pm- 4.00pm St Mary's Church	Joan O'Neill - 4232 2414 Ann Barron - 4232 2704
Finance Committee	The Finance Committee shares with the Parish Priest the responsibility of the financial management of parish affairs.	Parish Office-4232 2081

Homestead of Hope	Ecumenical group supporting the lonely and marginalised. Meets after 9.30am Mass on the third Friday of February, May, August and November in SS Peter and Paul Meeting room.	Mary Spillane -4232 2279 Christine Holloway – 0425246066
Knitting Circle	Knitting is just the vehicle for people caring and sharing. All welcome. Mondays 12.45pm- 2.45pm in Parish meeting room. Afternoon tea provided.	Margaret Snelling – 4232 2897
Liturgy Team	Organises key liturgical celebrations for major feasts and sacramental celebrations	Parish Liturgy Team Fran Egan - 4232 2291 Kim Day - 0402 623 555
Scripture/ Bible Sharing	Group up to 10-12 people meet weekly for up to ten weeks, 3 times per year to share knowledge and learn more about the Bible and aspects of Church teaching	Tom and Clare Anderson 4238 9105
Parents and Friends Association Ss Peter & Paul School	Supports the educational endeavours of the school by organising activities that allow social interaction and raising funds. Organises supper after the 5.00pm Mass on the 1 st Sunday of each month	School Office – 4232 2442
Pastoral Care	Home Visitation to parishioners who may benefit from or be in need of a listening ear.	Sr Maureen - 0427 941 855 Steve Pearson - 4232 2858
Pastoral Council	The council shares with the Parish Priest the responsibility of building a vibrant Christian community	Parish Office - 4232 2081
Plenary Council Animators	Facilitate a process to help shape the current Plenary Council	Gary Quinn - 0419 691 466 Sr Maureen - 0427 941 855
Rite of Christian Initiation	A group for those who want to know more about the Catholic faith with the intention of becoming members of the Church.	Angela Quinn - 0418 403 691
Sacramental Program	Involves preparing our young people for the Sacraments of Reconciliation, Eucharist and Confirmation.	Reconciliation / Eucharist: Lisa Twist 0431 075 841 Confirmation: Colleen Easton - 0450 121 717
Ss Peter & Paul Playgroup	Meets fortnightly 9.00am- 11.30am during school terms in the Parish Hall. Caters for newborn to pre- schoolers.	School Office - 4232 2442 Parish Office - 4232 2081
Ss Peter & Paul School Helpers	Volunteers assist in the canteen; classroom support (reading, writing, numeracy, creative arts);library support; sport and	School Office - 4232 2442

	sporting carnivals; minor maintenance tasks around the school and gardening.	
Stewardship Team	Promotes Stewardship as a way of life, helping us to become aware that all we have comes from God.	Parish Pastoral Council - contact via Parish Office - 4232 2081

MINISTRIES SERVING THOSE IN NEED				
MINISTRY	OUTLINE	KIAMA	JAMBEROO	GERRINGONG
Blue Haven -Kiama Mayflower -Gerringong	Visits, transport and distribution of Communion are some of the ways different people minister to the needs of the Blue Haven and Mayflower residents.	Joan Toulmin 4233 2665 Sr Maureen 0427 941 855 (Blue Haven)		Mary Maloney 4234 3102 Jeanette Easton 0427 203 475 (Mayflower)
Home visits to the Sick and Lonely	Those involved commit time to visit a sick or housebound member of our community	Sr Maureen 0427 941 855	Maggie Phelan 4236 0203	Pastoral Care Team
St Vincent de Paul Society	SVDP members provide assistance to those in need on the given days in the Kiama meeting room. They give food vouchers and other financial and moral support	Michael Douglas 4237 7856	Denise Adams 4232 3758	

CHURCH MINISTRIES AND CONTACTS

MINISTRY	OUTLINE	KIAMA	JAMBEROO	GERRINGONG
Acolytes	Prepare the altar for Mass and assist priest during Mass They are rostered on a regular basis	Ken Bryant 0414 425 310 Diocesan Training		Steve Pearson 4234 2858
Altar Servers	Assist at the altar during Mass. They can be women, men, girls and boys and are rostered on a regular basis.	Gai Delavere 0401 468 209		
Children's Liturgy	Children's Liturgy provides prayers and activities related to the Sunday Gospel for children at Mass	Lisa Twist 0431 075 841		
Choir	Choir leads the singing at Mass on Sunday. New members, young and old, women and men welcome	Angela Quinn 0418 403 691	Denise Adams 4232 3578	
Commentators	Commentators lead welcome the congregation, lead the petitions for the Prayers of the Faithful and read the notices. They are rostered on a regular basis	Tony Abela (see Rosters)	Helen Hunter 4236 0250	Fran Egan 0428 317 014
Computer	Setting up and packing away the computer. Operation of PowerPoint for the hymns at Mass	Mark Donoghue 4233 1960	Gerry Gilchrist 4237 8566	
Extraordinary Ministers of Holy communion	Assist at Mass by distributing Communion. They also take Communion to the sick and housebound and are rostered on a regular basis	Sr Maureen 0427 941 855	Maggie Phelan 4236 0203	Paul Fogarty 0409 080 951 Jeanette Easton 0427203475 Steve Pearson 42342858
Family Groups	Members support each other and so build up our Christian community. Group gatherings are scheduled monthly	Julianne & Mike Douglas 4237 7856	Joan McPherson 4236 0281	Steve Pearson 4234 2858
Greeters	Welcome the people as they enter the Church and direct them to a bulletin and hymn book They are rostered on a regular basis	6.00pm - June Uphill 4237 7600	Gerry Gilchrist 4237 8566	TBA

Music	Musicians provide the musical accompaniment for singing at Mass. Hymns appropriate to the Sunday's liturgy are selected. Anyone who plays a musical instrument (organ, piano, guitar etc.) is welcome. Musicians are rostered on a regular basis	6.00pm - Gary Quinn 0419 691 466 Maria Donoghue 4233 1960 8.00am - Gai Bayley 0448 838 211	Denise Adams 4232 3758	Maria Donoghue 42331960
Readers	Readers proclaim the Word of God at Mass. They are rostered on a regular basis	Tony Abela (Rosters) 0417 233 910	Helen Hunter 4236 0250	Fran Egan 4234 2291
Young People's Mass	Suggestions and volunteers needed to restart a regular Young people's Mass	Volunteers needed		
Youth Ministry	PPC have begun planning for a range of youth ministry activities in the Parish	Angela Quinn 0418 403 691		

MINISTRIES IN THE CHURCH

MINISTRY	OUTLINE	KIAMA	JAMBEROO	GERRINGONG
Altar Linen	Those involved ensure that the linen used at Mass is washed and ironed regularly	Gwen Ilic 0414 240 568 Joan Toulmin 4233 2665	Joan McPherson 4236 0281	Margaret Merrick 0405 820 135 Mary Maloney 4234 3102
Banners	Preparation of banners in the Church for special occasions such as Confirmation, First Holy Communion and special feasts.	Kim Day 0402 623 555	Ann Lee 4236 0911	Fran Egan 4234 2291
Bookings – Churches, Meeting Rooms / Halls	Any bookings for Kiama, Jamberoo and Gerringong Meeting Rooms, Halls or Churches can be made through the Parish Office.	Parish Office 4232 2081		

Cleaning Cleaning Brass	Duties include dusting and vacuuming and general tidying of the church. Cleaning teams are rostered. Brass cleaners ensure that the church brassware is polished on a regular basis	Monthly roster No one person responsible	Joan McPherson 4236 0281 Helen Plowman 0429 463 475	Jeanette Easton (Brass) 0427203475 Kerry Bassette (Cleaning)
Flowers	Flowers are provided and arranged for Sunday Mass. Those involved are rostered every 1-3 months	Ro Parkinson 4232 2891	Joan McPherson 4236 0281	Fran Egan 4234 2291
Flowers (Special Events)	Flowers are provided and arranged for special events		Beth Downes 4236 0254	
Grounds	Grounds workers assist in the maintenance of the church lawns and gardens	Peter McGuinness 0439 591 155	Gerry Gilchrist 4237 8566	Geraldine Miller 0403 088 422
Morning Tea	Involves the setting up, serving and cleaning of the monthly morning tea in the meeting room after Mass. 1 st Sunday - Kiama & Jamberoo, 4 th Sunday Gerringong	CWL	Guy Lee 4236 0911	Margaret & Noel Merrick 0405 088 422
Welcoming New Parishioners	Welcomers contact new parishioners and families and help to give them a sense of belonging by inviting them to participate in the life of the community	Parish Office 4232 2081	Quarterly Meeting Committee	Fran Egan and Team 4234 2291

GROUP MINISTRIES

MINISTRY	OUTLINE	KIAMA	JAMBEROO	GERRINGONG
Cenacle	A gathering of people who pray for priests, vocations, the needs of the Holy Church, and an Act of Consecration to the Immaculate Heart of Mary Weekly: Kiama - 8.45am on Fridays Gerringong - 3.00pm to 4.00pm on Wednesdays (includes Adoration)	Mark Donoghue 4233 1960	N/a	Ann Barron 4234 2704
Gerringong Craft Group	Group meets in St Mary's meeting room every Thursday at 9.00am to 12.30pm			Terri Pearson 4234 2858 Margaret Di Salvio 42340150

Gerringong Yoga	Tuesday morning 9.30am in St Mary's Meeting Room			Mary Raftery 4234 0042
Lenten Program	These groups meet at various times each week during Lent to discuss a prepared program of readings and reflections	Tom & Clare Anderson 4238 9105	Ann Lee 4236 0911	Ann Barron 4234 2704 Steve Pearson 4234 2858
Quarterly Meeting	Meets 4 times per year after Mass on Sundays. Addresses general management and maintenance issues.		Guy Lee 4236 0911	Fran Egan 0428 317 014
Rosary Recitation	Tuesday 4.30pm; Saturday 5.30pm in the Sacramental Chapel	Mark Donoghue 4233 1960		
Holy Hour	From 8am until 9am in Ss Peter and Paul Church Kiama. The hour includes Exposition of the Blessed Sacrament, Perpetual Succour Novena, Rosary and Divine Mercy Chaplet.	Mark Donoghue 4233 1960		
Rosary Makers	Make up Rosary Beads for distribution to the missions	John Howell 0403 407 939 Joan O'Neill 42322414		