



# **VOLUNTEERING IN THE SANDGATE BRIGHTON CATHOLIC PARISH**



**Based upon Archdiocesan Volunteering Policy  
Archdiocesan Services – Human Resources**

## **SECTION 3**

### **SPECIFIC INFORMATION FOR SANDGATE BRIGHTON**

#### **1.1. WHAT IS THE ROLE OF THE SANDGATE BRIGHTON PARISH OFFICE AND SUPPORT STAFF?**

The Parish Office's role is to support Father, and the various volunteers and parishioners within the parish to carry out the ministries of the parish.

Roles within the office currently include:

- Parish Secretary – The role of the Parish Secretary is to provide administrative support to Fr and to the many ministries throughout the Parish. A large part of the administrative role is the production of booklets, brochures, hymn sheets and running sheets for special liturgies and co-ordinating the weekly newsletter. Other duties include the maintenance of Fathers diary and the diary for all parish facilities. The Secretary is also the main link between the Parish and the Administrative arm of the Archdiocese.
- Finance Officer – An integral member of the Parish's Finance Council, the Finance Officer works part time in the office to assist Father and the Parish Secretary with the production & ongoing management of financial information within the Parish including the Parish Database.
- Maintenance – This role is as directed by the Parish Priest. Parishioners are encouraged to report maintenance issues, particularly if they pose a safety issue, as soon as possible directly to the Parish Office. This is then logged and referred for rectification.

#### **1.2. WHEN CAN I CONTACT OR VISIT THE OFFICE?**

All parishioners, and especially Volunteers, are always welcome in the Parish Office.

The office opening hours are Monday to Friday from 8.30am – 3.30pm (excluding Wednesdays). As there is often only one person in the office, please be patient if we can't answer the door or the phone as soon as you may like. Simply leave a message on the answering service or email the office and we will respond as soon as we can.

There are times when the office staff are dealing with highly sensitive and confidential information and distressed parishioners – both on the phone and in person. We are part of a small and caring community, but in certain circumstances the privacy of individual parishioners is paramount. This may mean that the office staff cannot share certain information and the need to support an individual at this time takes preference over administration tasks. Please be patient and aware of this when you visit or call the office and interact with us.

#### **1.3. HOW DO I MAKE AN APPOINTMENT WITH FATHER OR BOOK A FACILITY?**

Meeting and kitchen facilities are available in the office and in the Parish halls. As mentioned above the diaries for all facilities as well as Fathers diary and appointment schedule are managed by the Parish Secretary. Please make contact with the Parish Office and every effort will be made to accommodate your request.

## **1.4. WHAT SUPPORT CAN I EXPECT FROM THE PARISH OFFICE?**

If you or your ministry require admin / finance / maintenance support that is what we are here for. This can include:

- Creation of booklets, pamphlets, letters, handouts for one off events or parish run programs
- Letters of appreciation or requests from Father
- Restocking of supplies, for example, stationery, candles, hosts & wine, books, gifts, piety stall items.
- Billing for specific services
- Something needs repairing, repainting, or replacing.

Please call, visit or email us with your request and let us know how we can help.

We do ask that you give us as much notice as possible and let us know when you need the job completed by. There are certain peak times in the Office, for example, newsletter day, preparation for Easter, Christmas, and Sacramental program, and when individual parishioners needs must take precedence, for example funeral preparation. If you can give us as much notice as you can, we can ensure you have what you need when you need it.

## **1.5. SOME WORKPLACE HEALTH AND SAFETY TIDBITS – HOW DO I KEEP MYSELF AND MY FELLOW PARISHIONERS SAFE?**

The Archdiocese has very specific policies around Workplace Health and Safety. We have included some excerpts here for reference. It is common sense, but sometimes we all are not as safe as we should be. If you are concerned about anything relating to Workplace Health and Safety please report it to the office as soon as possible and we will ensure it is followed up promptly.

### **Smoke Free Workplace**

- As per Archdiocesan policy, all Sandgate Brighton Parish facilities are smoke free facilities.
- This is both within the buildings themselves and within five metres of access points to buildings such as doors, windows, near air-conditioning vents and ducts and 'no smoking' signs.

### **Working Bees & Maintenance around the Parish**

- Personal Protective Equipment (e.g. gloves, face masks, sun screen) is to be used in accordance with manufacturer's instructions,
- Personal protective equipment needs to be checked before being used
- The personal protective equipment needs to fit correctly

- Volunteers need to be trained in the piece of personal protective equipment's use.

### **Managing Blood or Bodily Substances:**

If you come into contact with blood and bodily wastes should assume they are a potential source of infection.

- Spill kits are provided that include disposable gloves, cleaning agents, paper towels and a leak proof bag – in both churches beside literature rack and parish office;
- Disposable latex or vinyl gloves must be worn at all times when treating an injured or ill person or when handling blood or body wastes or spillages;
- Use paper towels to clean up bulk of spill;
- Dispose of all contaminated materials in a leak proof, sealed waste bag;
- Wash and disinfect the contaminated area;
- Wash mops, buckets etc. with warm water and detergent, put these out in an open ventilated area to dry and store when completely dry;
- Wash hands after all procedures and cleaning up is completed.
- Contaminated waste should be placed in a leak proof bag or container and seal it. Be careful not to over fill the bag. Small amounts of first aid waste may be placed in the usual garbage receptacle making sure that it is well out of reach of children or animals that may disturb the contents.
- Large amounts of waste should be placed in yellow coloured bags displaying the international biohazard sign and collected by a commercial contractor who deals with medical waste. Please contact the office if you have a requirement for this type of waste disposal
- Sharps containers should be used for the safe disposal of sharps/needles and scalpel blades. Needle stick injuries are a major cause of Hepatitis B, C and HIV. Needles should not be bent, broken or re-sheathed. Precautions must be taken in every instance where sharps are involved. Currently there are no sharps containers available within the parish facilities. If these are required please contact the Parish Office.