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**ST THOMAS MORE CATHOLIC CHURCH**

**MINISTRY BOOKLET**

**MAY 2020**

**Ministry Booklet 2020**

Dear Parishioners,

In the spirit of joy, we warmly welcome you to our community of St. Thomas More Catholic Parish Bateman. Our parish is an active and vibrant Christian community, which provides an environment for everyone to grow spiritually and truly appreciate community life and worship.

This Ministry Booklet enables you to find out more about our parish community, the Parish Teams, Parish Committees and a variety of groups together with a contact name, email address and number. We invite you to share your gifts and talents by joining any of our parish group of your interest and contact the people listed if you wish to make further enquiries.

We hope that you and your family will find joy and peace by being part of our welcoming parish family. Please do not hesitate to make yourself known after Mass or contact us at the Parish Office if you need any assistance. Thank you!

God bless,

Rev. Fr Phong Nguyen

Please contact Anton Louie (Antonlouie@hotmail.com) or the Parish Secretary (secretary@batemancatholic.org) to update this document.

**Revised: 30-05-2020**

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# FAITH FORMATION MINISTRY

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| *Group: Adult Faith Formation* |
| **Summary of Activities:**Works with the Centre for Faith Enrichment (official adult faith formation agency of the Catholic Archdiocese of Perth) and other individuals or organisations to develop and promote a variety of programs aimed at deepening the parish’s appreciation of the beauty and challenges of the Catholic faith. Our activities could also include searching for and running faith formation programs as directed by our parish priest. |
| **Meeting**:The Faith Formation Team does not have regular meetings but meets as required usually before program sessions. |
| **Contact**: Mike Lu | **Tel/Mobile**: 0401 158 168 | **Email**: dlps@iinet.net.au |

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| *Group: Religious Education (RE) Program* |
| **Summary of Activities:**Provide RE program for children from non-Catholic schools up to Year 7. Also ensure that all Parish children (both Yidarra and after school children) receive the age relevant Sacraments – Reconciliation, First Holy Communion, Confirmation and sometimes Baptism. Responsible for the Sacramental Program in the parish. |
| **Meeting**: School terms 1-3 inclusive, Wednesday afternoons, 4pm-5pm |
| **Contact**: Judy Machado | **Tel/Mobile**: 08 9310 1747 | **Email**: catechist@batemancatholic.org  |

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| *Group: Rite of Christian Initiation for the Youth (RCIY)* |
| **Summary of Activities:**Provide the RCIY program for high school students to ensure that these children, who may have missed out on various Sacraments, have a path to Confirmation. |
| **Meeting**: Every Wednesday afternoon, 4pm-5pm, from May until Confirmation (usually in August). |
| **Contact**: Judy Machado  | **Tel/Mobile**: 08 9310 1747 | **Email**: catechist@batemancatholic.org |

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| *Group: Rite of Christian Initiation (RCIA) core group and sponsors* |
| **Summary of Activities:**The RCIA core group is responsible for guiding the formation process of catechumens and candidates. They conduct weekly presentations relating to all aspects of the Catholic faith with material from a structured programme, as well as share their experiences of life as a Catholic – the beliefs, the joys, the struggles, and the graces received. RCIA also offers adult Catholics an opportunity to enrich their faith journeys by being a sponsor. |
| **Meeting**: Every Thursday 6:30-7:30pm throughout the year, with each core group member presenting 2-5 times a year. Core group meetings occur every quarter. Sponsors attend every weekly session with their catechumen or candidate.  |
| **Contact**: Mary Golding | **Tel/Mobile**: 0420 671 545 | **Email**: peter@golding.net.au |

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| *Group: Vocations Committee* |
| **Summary of Activities:**Promote vocation to priesthood and religious vocations. Support seminarians and prayer vigil for vocations. |
| **Meeting**: N/A |
| **Contact**: Fr Simeon San | **Tel/Mobile**: 9310 1747 | **Email**: Simeon.san@perthcatholic.org.au |

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| *Group: Wednesday Faith Program* |
| **Summary of Activities:**Promote adult faith formation in an informal, supportive environment (over a cuppa). Each session consists of a video presentation by a renowned Catholic theologian, followed by reflection and sharing within the group. |
| **Meeting**: Sessions are held very second and fourth Wednesday during school terms, starting at 10am and lasts for 1-1.5 hours depending on the length of the video series.  |
| **Contact**: Carolin Alfreds | **Tel/Mobile**: 0432 855 605 | **Email**: carolin.alfreds@gmail.com |

# LITURGICAL MINISTRY

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| *Group: Altar Servers* |
| **Summary of Activities:**Altar serving including main liturgical celebrations. Train young kids after their First Holy Communion to be involved in altar serving. |
| **Meeting:** Three times a year.  |
| **Contact:** Fr. Simeon San | **Phone:** 08 9310 1747 | **Email:** Simeon.san@perthcatholic.org.au |

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| *Group: Acolytes* |
| **Summary of Activities:**Appointed to attend to the services of the altar and to assist the deacon and the priest in liturgical celebrations, especially in the celebration of Mass.  |
| **Meeting:** Once a year.  |
| **Contact:** Joseph Nonis | **Phone:** 0434 231 186 | **Email:** Josephnonis51@gmail.com |

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| *Group: Extraordinary Ministers of Holy Communion* |
| **Summary of Activities:**Extraordinary Ministers of Holy Communion assist the priest in giving Communion to the assembly. They may also take Communion to the sick and elderly at home or in hospitals. |
| **Meeting**: Once a year or as necessary. |
| **Contact**: Alina De Souza | **Phone**:  -  | **Email**: Charles-alina@bigpond.com |

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| *Group:  Children’s Liturgy of the Word*  |
| **Summary of Activities:**Primary school age children celebrate the Liturgy of the Word at the Saturday 6:30 pm and Sunday 09:30 am Masses during the school term. It’s an occasion of worship as they listen to the Readings and hear Christ speak to us through the Gospel at their own level. Duration 20-25 minutes.  |
| **Meeting**: N/A |
| **Contact**: Karen Karczub | **Mobile**: 0406 440 957 | **Email**: kdkaust@outlook.com |

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| *Group:  Children Mass Planning Group* |
| **Summary of Activities:**This committee organises one Mass every term that is aimed for school-attending children. It provides the children an opportunity to participate more wholly in the Mass especially in areas which are usually reserved for adults.This committee, along with the parish priest, decides which weekend this Mass will be held and then brainstorms how those readings will be portrayed to the children.Once this is done, the committee then invites the parish to nominate children to participate in the Mass.Children will be given the opportunity to read, re-enact the Gospel, participate in the choir and take part in the offertory, amongst other things. |
| **Meeting**: Once a term for preparation / Saturday before the Children's Mass for rehearsal |
| **Contact**: Brenella Pasquale | **Mobile**: 0418 877 791 | **Email**: brenella@hotmail.com |

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| *Group: Creative Liturgy Team* |
| **Summary of Activities:**To provide visual support for main liturgical celebrations such as Easter, Christmas, anniversary, etc.  |
| **Meeting**: Whenever a requirement for creative Liturgy participant is required but generally twice a year – Easter/Christmas |
| **Contact**: Louis Papineau | **Mobile**: 0418 912 176 | **Email**: papineau@westnet.com.au |

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| *Group: Liturgy Committee* |
| **Summary of Activities:**The Liturgy Committee supports the clergy in preparing parish celebrations. It develops guidelines, supports the various liturgical ministries; and plans and reviews all liturgies within the parish. |
| **Meeting**: Every Third Thursday of the month at 7.30pm.  |
| **Contact**: Fr Phong Nguyen | **Phone**: 08 9310 1747 | **Email**: phong.nguyen@perthcatholic.org.au |

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| *Group: Mass Greeters* |
| **Summary of Activities:**Our mission is to greet parishioners as they come to church for Mass. To make them feel welcome when handing out bulletin notices with a smile that depicts the parish motto A house of welcome for all and a place of service to all. |
| **Meeting**: No formal meeting  |
| **Contact**: Juliana Doss | **Phone**: 08 9310 1747 | **Email**: secretary@batemancatholic.org |

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| *Group: Music Ministry* |
| **Summary of Activities:**Provides music for the weekend Masses (6.30pm, 8a.m., 9.30a.m. and 11a.m.) including many special feasts. It also provides the music for children’s Masses and for the celebrations of First Eucharist. Music ministry members are also available for weddings and funerals. |
| **Meeting**: Monthly - last Monday of the month.  |
| **Contact**: Angela McCarthy | **Mobile**: 0407 089 224 | **Email**: angela.mccarthy@nd.edu.au |

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| *Group: Youth Music Ministry* |
| **Summary of Activities:**Provides music for Sunday 6pm Mass including confirmation, Good Friday Stations of the Cross and Christmas Eve, as well as weddings and funerals pending availability. |
| **Meeting**: Monthly. |
| **Contact**: Daniel Lu | **Mobile**: 0413 383 257 | **Email**: 6pmYMM@gmail.com |

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| *Group: Bateman Family Choir* |
| **Summary of Activities:**Provides music for the 6.30pm Mass on the second Saturday of every month.  |
| **Meeting**: Monthly practice. |
| **Contact**: Len Rego | **Mobile**: 0419 931 764 | **Email**: lenrego@bigpond.net.au  |

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| *Group: Readers* |
| **Summary of Activities:**Ensure readers are available for all weekend masses. |
| **Meeting**:  At least twice a year. |
| **Contact**: Michelle Doray | **Mobile**: 0416 291 429 | **Email**: M.B.A.Doray@curtin.edu.au  |

# PRAYER MINISTRY

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| *Group: Divine Mercy Chaplet*  |
| **Summary of Activities:**Mission is to help propagate the faith & instil hope. Forum of worship and opportunity for benediction & sacraments of reconciliation & anointing. |
| **Meeting**: A beautiful, prayerful, sung devotion held in our church on the second Wednesday of each month at 7.30pm. |
| **Contact**: George Lopez | **Phone**: 0419 910 039 | **Email**: Lopezge@iinet.net |

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| *Group: Eucharistic Adoration*  |
| **Summary of Activities:**We invite all parishioners to join in adoration during the exposition of the Blessed Sacrament in our church every Wednesday when the Blessed Sacrament will be exposed from 07.30am to 10:00am, ending with Benediction at 10.00am. |
| **Meeting**: Not applicable.  |
| **Contact**: Yolande WatkinsMarie Davis | **Phone**: 08 93120548;04318488970402519728 | **Email**: yols@westnet.com.au |

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| *Group: Legion of Mary*  |
| **Summary of Activities:**The aim is to increase the personal holiness of our members through the imitation of the virtues of Mary, foster a deeper devotion to Mary among people and undertake various apostolic works. |
| **Meeting**: Every Friday in Meeting Room No.2 at 9.45 am for about 1 to 1½ hours |
| **Contact**: Andrew Khoo | **Phone**: 0432 150 710‬ | **Email**: akh168@bigpond.net.au |

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| *Group: Rosary Devotion to Our Lady*  |
| **Summary of Activities:**In the months of May and October, a Statue of Our Lady and some books together with a list, is left in the church foyer for parishioners to allocate one day, to have the rosary in their homes. Some people invite others to join them for prayers and others don’t. This is a personal choice. Some have the rosary on more than one day. |
| **Meeting**: Not Applicable. |
| **Contact**: Juliana Doss | **Phone**: 08 9310 1747 | **Email**: secretary@batemancatholic.org |

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| *Group: The Travelling Chalice*  |
| **Summary of Activities:**The purpose of the Chalice Program is to encourage families to pray and promote vocations to the Priesthood and Religious Life. The consecrated Chalice is a tangible reminder of this special intention for the Church. Typically, the Chalice is kept in a parishioner’s home for about a fortnight and each day for the 2 weeks, the family prays for an increase and perseverance of vocations. |
| **Meeting**: An annual roster is produced every May/June of the year. Any parishioner interested in praying for vocations should contact the Coordinator. The Coordinator will provide instructions with respect to prayers, collection and return of the Chalice, etc.  |
| **Contact**: Vivian Ng | **Phone**: 0403 161 838 | **Email**: vivianyvonneng@gmail.com |

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| *Group: Devotion to the Infant Jesus of Prague*  |
| **Summary of Activities:**The devotion to the Holy Infant Jesus has been a tradition of the Catholic Church for a very long time. This devotion is a veneration of our Lord's sacred Infancy. Many saints had a very strong devotion to the Divine Child. It is also widely known that many who petitioned before the Infant Jesus have received graces, blessings, favours and miraculous healings. |
| **Schedule**:The Holy Infant Jesus of Prague statue is available for prayers and devotion at your home for two-week cycles, on request, based on a rotational schedule.  |
| **Contact**: Stephen WongSerina Wong | **Phone**: 0408 167 4000420 991 868  | **Email**: topspot@iinet.net.auwongs@iinet.net.au |

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| *Group: Scriptural Rosary Group*  |
| **Summary of Activities:**To provide an opportunity to pray the rosary with scriptural reflection, while in the company of others who wish to make a difference by praying for the needs of our community. All are welcome including children. Regular attendance not required. |
| **Meeting**: Every Tuesday morning during school term 8.50am to 9.20am in theChurch or Shrine. |
| **Contact**: Clare Cox | **Phone**: 0405 172 856 | **Email**: riverspan@iprimus.com.au |

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| *Group: Saturday Novena to Our Lady of Perpetual Succour* |
| **Summary of Activities:**To encourage and foster personal devotion to our Mother by attending the weekly Novena in her honour. |
| **Meeting**: Novena is on every Saturday at 6.00pm in the church  |
| **Contact**: Vincent Tan | **Phone**: 0411 028 950 | **Email**: vincentvktan@me.com |

# FELLOWSHIP MINISTRY

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| *Group: St. Thomas More Parish (STMP) Youth Group*  |
| **Summary of Activities:**This youth group is for high school aged students. This group is focused on fun, fellowship and faith formation. We meet every second Friday from 7pm to 8:30pm during the school term. If you would like to meet other young people, learn about your faith and make some good friends please come along. |
| **Meeting**: We meet every second Friday during the school term. For more information please see the Weekly Mass Bulletin |
| **Contact**: Varghese JamesClaire-Ann Ma | **Phone**: 0426 226 3719310 1747 | **Email**: vjamesp1997@gmail.comyouth@batemancatholic.org |

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| *Group:* St. Thomas More Parish (STMP) Young Adults *(18-35 years old)* |
| **Summary of Activities:**We host monthly dinners and inter-parish social gatherings and attend outreach programs throughout the year. We also run faith formation sessions.  |
| **Meeting**: You will find dates for our meeting in the Weekly Mass Bulletin and our Bateman Parish Facebook page <https://www.facebook.com/batemancatholic/> |
| **Contact**: Varghese JamesClaire-Ann Ma | **Phone**: 042622637108 9310 1747 | **Email**: vjamesp1997@gmail.comyouth@batemancatholic.org |

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| *Group: Seniors* |
| **Summary of Activities:**Support parish seniors through fellowship and outings. |
| **Meeting**: Mass for seniors and morning tea is held 4 times a year. You will find dates for our meeting in the Weekly Mass Bulletin. |
| **Contact**: Mary Golding | **Mobile**: 0420 671 545 | **Email**: peter@golding.net.au |

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| *Group: Craft* |
| **Summary of Activities:**We get together to socialise and get creative with various craft hobbies in a friendly environment e.g. knitting, crocheting or any handicraft. We have a shared luncheon at end of each term and at Christmas. |
| **Meeting**: Every Tuesday @12:15 to 2:15 pm, except during school holidays and public holidays. |
| **Contact**: Veronica Marshall | **Telephone**: 08 9414 5267 | **Email**: Not applicable |

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| *Group: Shower Singers*  |
| **Summary of Activities:**Singing at retirement villages and hospices to provide entertainment and comfort with songs and hymns.  |
| **Meeting**: Fortnightly on 2nd Friday and last Friday of the Month. |
| **Contact**: Angela Watts | **Mobile**: 0418 953 992 | **Email**: angewatts2013@gmail.com |

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| *Group: Events Committee* |
| **Summary of Activities:**The Events Committee is responsible for the coordination of all the main social events within our parish. Its mission is to organize and coordinate social events so as to bring about togetherness and fellowship amongst our parishioners in a celebratory and social environment. During events, it enlists the assistance of members of other groups and helpers within our parish as required. |
| **Meeting**: As and when required. |
| **Contact**: Angelo Fernandes | **Mobile**:0404 388 828 | **Email**:afteam@iinet.net.au |

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| *Group: Sunday Morning Tea*  |
| **Summary of Activities:**Morning tea and fellowship following the Sunday 8:00 am Mass |
| **Meeting**: After Sunday 08:00 am Mass.  |
| **Contact**: Peter Golding | **Mobile**: 0404 067 545 | **Email**:peter@golding.net.au |

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| *Group: Welcoming Committee* |
| **Summary of Activities:**We meet, greet and register new parishioners at all weekend Masses. New parishioners are encouraged to join our Sunday morning tea to meet other parishioners. |
| **Meeting**: Four times per year.  |
| **Contact**: Greer Dunsford | **Mobile**: 0408 911 428 | **Email**: greer.dunsford@bigpond.com |

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| *Group: Men Alive Choir* |
| **Summary of Activities:**Men singing together for fellowship & faith formation. The group sings at Mass every month and at parish social events. |
| **Meeting**: Weekly – Monday nights beginning at 7.00pm for one-hour singing practice, followed by optional fellowship for one hour. |
| **Contact**: George Lopez | **Tel**: 9310 9493 0419 910 039 | **Email**: Lopezge@iinet.net |

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| *Group: Rosary Making Group* |
| **Summary of Activities:**Propagating the Most Holy Rosary by making them for distribution especially for the missions. |
| **Meeting**: Monthly (every second Saturday of the month).  |
| **Contact**: Felicia Krasinski | **Mobile**: 0429 173 541 | **Email**: felicia.krasinski@hotmail.com |

# CARE MINISTRY

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| *Group: Bereavement*  |
| **Summary of Activities:**Supports parishioners who have suffered a recent family bereavement and visit family at their convenience either at home or outside for morning coffee. |
| **Meeting**: No official meeting – only meet as required. |
| **Contact**: Stephanie Ong | **Phone**: 08 9310 17470424 567 683 | **Email**: morecare@batemancatholic.org |

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| *Group: Morecare* |
| **Summary of Activities:**This Parish Pastoral Care Program provides short-term emergency help for community members. Parishioners become involved as Volunteers, for a maximum of one year to help with transport, emergency meals, visiting the sick or lonely and emergency home help. |
| **Meeting**: Monthly  |
| **Contact**: Stephanie Ong | **Phone**: 08 9310 17470424 567 683 | **Email**: morecare@batemancatholic.org |

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| *Group: Personal Advocacy Service* |
| **Summary of Activities:**The mission of the program is to establish networks of support and foster the development of relationships between people with intellectual disabilities (friends) and local community members (advocates) to enable greater participation in the church community life. |
| **Meeting**: There are two groups, one group meets on Mondays at 7 pm and other group meets on Thursdays at 7 pm, except on public holidays and school holidays.  |
| **Contact**: Carolin AlfredsAndrea Carlos | **Mobile**: 0432 855 6050422 334 4397 | **Email:** carolin.alfreds@gmail.comWhatsApp preferredandrea@paswa.org.au |

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| *Group: Society of St Vincent de Paul* |
| **Summary of Activities:**Serve those in need and the forgotten, the victims of exclusion or adversity. Visits to people who seeks help by giving food, clothes, or/and furniture. We address loneliness and refer mental health issue to appropriate organisation.  |
| **Meeting**: Weekly on Tuesday at 7.30pm |
| **Contact**: Tom Harmon | **Mobile**: 0420 379 198 | **Email**: Strider1951@hotmail.com |

# OPERATIONS MINISTRY

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| *Group: Building Maintenance Team* |
| **Summary of Activities:**Routine maintenance of buildings, gardens, paving, electrical, mechanical and plumbing services.Renovations to facilities e.g. recent upgrade to church toilets / quadrangle grass.Liaising with tradesman on site when works are being doneStrategic planning for future renovations and capital works – obtaining quotes etc.Forwarding budgets and recommended quotes to the finance committee for approval.Authorising payments to contractors when works are completed. |
| **Meeting**: Monthly. |
| **Contact**: Eamon Broderick | **Phone**: 08 9381 3011 | **Email**:ebroderick@trcb.com.au |

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| *Group: Presbytery Cleaning* |
| **Summary of Activities:**Cleans and tidy the presbytery on a monthly basis. |
| **Meeting**: No formal meeting – gather every 1st Thursday of the month.  |
| **Contact**: None | **Phone**  | **Email**: |

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| *Group: Shrine Garden Carers* |
| **Summary of Activities:**Clean and maintain the Marian shrine on a regular basis. |
| **Meeting**: Fortnightly |
| **Contact**: Anonymous | **Phone**:  | **Email**: |

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| *Group: Rose Garden* |
| **Summary of Activities:**Prune, weed and tidy the rose gardens in front of the church and the presbytery area. Volunteers are rostered to look after a section of the rose garden each month on a rotating roster. |
| **Meeting**: No formal meeting – volunteers are rostered one section at a time for a month at a time on a rotating roster to assist as fits with their personal availability |
| **Contact**: Craig McIver | **Mobile**:0431 279 368 | **Email**: craigmb@iinet.net.au |

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| *Group: IT Committee* |
| **Summary of Activities:**To provide governance over various aspects of Information Technology, including infrastructure (server, desktop and network), parish applications systems, office software, Internet access, security, disaster recovery and procurement for IT support and capital replacement.Excludes Audio Visual governance |
| **Meeting**: Monthly (every second Saturday of the month).  |
| **Contact**: Gilbert Tan | **Mobile**: 0438 465 683 | **Email**: gilbert.tan@iinet.net.au |

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| *Group: Finance Committee* |
| **Summary of Activities:**To provide governance and guidance on parish finances in consultation with parish priest. |
| **Meeting**: Monthly (every second Tuesday of the month).  |
| **Contact**: Delfino Morais | **Mobile**: 0414 991 964 | **Email**:delfinomorais@gmail.com |

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| *Group: Sacristan Committee* |
| **Summary of Activities:** Prepare the vessels, altar and other requirements for weekday and weekend Masses and maintain the roster for this. Launder altar linens and altar servers' albs.  Be responsible for keeping the sacristy and priests' vestments in good order and condition and maintaining sacristy supplies.  |
| **Meeting**: No formal meeting but may once a year formation and social. Members have “WhatsApp” Sacristans Group for communication.  |
| **Contact**: Beverley Bucat | **Mobile**: 0414 571 753 | **Email**: beverley.bucat@gmail.com |

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| *Group: Bateman Flower Team* |
| **Summary of Activities:**We refresh flowers for the weekend masses. |
| **Meeting**: Meet when necessary. WhatsApp is the preferred method of communication. |
| **Contact**: Joan Louie | **Mobile**: 0432 247 136 | **Email**: Joanlouie@hotmail.com |

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| *Group: Piety Stall* |
| **Summary of Activities:**We arrange for suitable Christian materials to be available for sale to parishioners generally after mass. If any parishioner is available to help out with the Piety Stall, please contact the coordinator. Your assistance will be greatly appreciated. |
| **Meeting**: Four times per year.  |
| **Contact**: Greer Dunsford | **Mobile**: 0408 911 428 | **Email**: greer.dunsford@bigpond.com |

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| *Group: Bulletin Team* |
| **Summary of Activities:**Main activity is to type, format and prepare parish notices for Weekend Parish Bulletin**.**  |
| **Meeting:** No formal meeting required. |
| **Contact:** Juliana Doss | **Mobile:** 08 9310 1747 | **Email:** secretary@batemancatholic.org |

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| *Group: Sunday Cash Counters* |
| **Summary of Activities:**Count and tally weekend collections for banking.   |
| **Meeting**: Sunday afternoon - rostered volunteers gather in the parish office. |
| **Contact**: George Lopez | **Phone**: 08 9310 9493  | **Email**: Lopezge@iinet.net |

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| *Group: Safeguarding Programme* |
| **Summary of Activities:**Administers the Safeguarding policies and procedures as directed by the Archdiocese of Perth, with the support of the Parish Priest. These policies and procedures being established to ensure ongoing protection of our children and vulnerable adults within the Parish.  |
| **Meeting**: Not Applicable |
| **Contact**: Hilda KlassChristine Sammut | **Phone**: 0407 221 041 0410 629 449 | **Email**: Hilda.safeguarding@gmail.com Christinec.safeguarding@gmail.com  |

- END -