

to Fifth Draft of Administration Forward Plan dated 10 May 2016

CATHOLIC PARISH OF GUILDFORD PERSONNEL – PROPOSED ORGANISATION**CLERGY**

	Parish Priest	Priest	Priest
Deacon (full time)	Deacon (full time)	Deacon (part time)	Deacon (part time)

PARISH PASTORAL COUNCIL

Parish	St Joseph	St Edward	St Mary	St Pius X
Parish Priest	Elected Member	Elected Member	Elected Member	Elected Member
Priest Deputy Chairman	Elected Member	Elected Member	Elected Member	Elected Member
Youth and Families Worker	Elected Member	-	-	-
Appointed member	-	-	-	-
Appointed member	-	-	-	-
Appointed member	-	-	-	-
<i>In attendance as Secretary</i> Parish Administrator	-	-	-	-

PARISH ADMINISTRATION TEAM

Administrator	Parish Secretary	PA to the Clergy	Children Youth and Families Co-ordinator	CYF Assistant	Cleaner / Cook	Groundsman	Accountant	IT Manager
Full time	Full time	Full time	Full time	Part time	Full time	Part time	Contractor	Contractor
Line Manager for Parish employees	Point of contact for Diocese	Clergy diary	CYF programmes		St Joseph Church	Graveyard	Book-keeping	Website
Graveyard administrator	Mass intentions	Parish events	First Communion programme		Cook	St Edward's grounds	Preparation of reports	Audio-visual
Estate management	Baptisms		Confirmation programme		Presbytery			IT Communications
Financial secretary	Marriages		Camps		St Pius X Hall			
Security officer	Funerals							
Projects								

ANNEX A
to Fifth Draft of Administration Forward Plan dated 10 May 2016

PARISH FINANCE COMMITTEE

Parish	St Joseph	St Edward	St Mary	St Pius X
Lay Chairman	CFC Chairman	CFC Chairman	CFC Chairman	CFC Chairman
Financial Secretary	-	-	-	-
Parish Priest	-	-	-	-
Gift Aid Officer	-	-		
Health and Safety Adviser	-	-		
Buildings Adviser	-	-		
Fundraising adviser (<i>if appointed</i>)	-	-	-	-

CHURCH FINANCE AND PROPERTY COMMITTEES

Chairman	Health & Safety Member
Nominated Priest or Deacon	Member
Gift Aid Officer	Hall Manager
Property & Grounds Member	Minutes Secretary

CHURCH SUPPORT TEAMS

Chairman	Stewards and welcomers
Secretary	Transport roster
Safeguarding Officer	Counting co-ordinator
Altar servers co-ordinator	Church cleaning co-ordinator
Readers co-ordinator	Members of PPC if not listed above
Liturgy co-ordinator	
Music co-ordinator	