Parish Assistant Expectations

* To be present in St Dunstan’s Church Monday 10-4, Tuesday10-4, Wednesday10-4, Friday 10-4 and Sunday for services, which may occasionally include evening services.
* To be the first point of contact in the church, to answer enquiries by phone and e-mail, to engage with visitor enquiries, to be a visible presence in the church building.
* To engage with groups that meet in the church or are based in the church such as food bank, and to assist with these activities where appropriate, helping out as required.
* Thursday is a study day for reading, academic work & research, sermon writing, selection process meetings and writing. You are expected to use this time for these activities.
* To prepare for and serve at the 8am and 10am services on Sunday, to attend parish coffee, socialise with people and ensure the church is locked up safely before leaving.
* To attend Sunday Lunch on the third Sunday of the month and to help serve and wash up afterwards along with other volunteers.
* To help with preparing the Advent, Christmas, Holy Week and Easter Services, serve and attend these services and help to tidy away afterwards. The principal services are;- Advent Carols (First Sunday of Advent in the evening) Midnight Mass 11.30pm on Christmas Eve, Christmas Day at 10am, Monday to Wednesday in Holy Week at 6pm, Maundy Thursday Mass, Maundy Thursday prayer vigil, Good Friday Liturgy, Dawn Vigil on Easter Day and the Mass of the Incarnation at 10am on Easter Day.
* To attend Advent and Lent Courses and help with preparation and tidying away afterwards.
* To attend occasional services, help prepare and tidy up afterwards; these may include carol services, school services, livery company services, baptisms, weddings and funerals.
* To attend and help with pilgrimages; Walsingham weekend residential pilgrimage, St Alban’s day pilgrimage, St Edward’s day pilgrimage at Westminster Abbey, other day pilgrimages, Holy Land and Rome and Assisi residential pilgrimages when planned.
* To attend social events such as the Thanksgiving Dinner, Curry Club and others when organised.
* To attend PCC meetings, Standing Committee meetings and other meetings that are part of the governance and planning cycle.
* In 2023 St Dunstan’s is recruiting **two** Parish Assistants who will live in community in our two bedroomed flat.