

St Peter's RC Church Edinburgh

Welcoming and Passkeeping

Volunteering role

The Welcome Team, comprising four passkeepers/welcomers, undertake their duties at Sunday Masses and other major services. The head passkeeper is responsible for overseeing the work of the Welcome Team and reports to the Parish Priest.

The Welcome Team should arrive in good time before Mass starts to make preparations and should remain afterwards for 10-15 minutes to clear up.

Before Mass, members of the Welcome Team are required to:

- offer a friendly greeting to those arriving for the service
- give appropriate advice to visitors to the parish
- make available hymn books, Mass books and copies of the parish newsletter
- offer a registration form to newcomers to the parish.
- reserve seats at the front of church on appropriate occasions, such as baptisms, preparation of children for First Confession and First Holy Communion etc
- put out additional seating when required
- ensure that a ciborium and wine decanter are in place for the Offertory Procession
- identify parishioners for the Offertory Procession
- ensure a clear passage for the priest and altar servers in procession to the altar.

During Mass, the Welcome Team should undertake the following, as necessary:

- ensure a clear passage to Parish Room for children and leaders for Children's Liturgy
- show those arriving late to spaces in the pews
- alert Children's Liturgy leaders to return to Church for the Offertory Procession
- take up the Offertory collection
- arrange Offertory Procession: Altar server with Cross, bearers of the chalice and wine decanter, and children
- take a second or retiral collections as arranged.

At the end of Mass, the passkeepers are responsible for:

- opening the double doors from Church to the vestibule, and to the courtyard
- ensuring a clear passage for priest and altar servers in procession from the altar
- collecting and storing hymn books and Mass books from those leaving Church
- collecting books, newsletters, personal property etc left in pews
- leaving found personal property in a prominent place

Additional matters which may need attention

Two children selected by the Children's Liturgy Group join the Offertory Procession to carry the ciborium and wine decanter.

Passkeepers should watch for elderly or disabled people unable to reach the altar and should offer to have Holy Communion brought to their place.

In case of illness, passkeepers should be prepared to summon medical staff from among the congregation - details of nominated first-aiders are posted at the back of church - and to summon the emergency services, if necessary. A defibrillator which requires no training for use is located at the back of Church. Seats in the parish room and the courtyard can be offered to those who feel unwell, along with cold drinks from the parish room kitchen

Parents embarrassed by their noisy small children should be reassured that they are most welcome in St Peter's. If it seems appropriate, they should be offered places in the side chapel at the front left of church or seats at the rear of church behind the pews.

Parents who need to feed or change small children can do so in privacy in the larger toilet cubicle which has a suitable table.

The Welcome Team is required to participate in an annual simulated emergency evacuation of the church premises. Detailed instructions have been issued for this.

Other services

Arrangements for weekday Masses are made on the day by those who regularly attend these services. In addition, special arrangements are made in advance by the parish priest and the head passkeeper for other services, such as funerals, Midnight Mass, and the Easter Triduum. The duties set out above for Sunday Mass generally apply to other services.

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