

## ***JOB SPECIFICATION/KEY TASKS for Mass Representatives***

Mass Representatives are the first link in our communication chain. As such, it is their responsibility to listen to comments, suggestions, complaints or ideas from the regular attendants of the Mass they represent and, if relevant, pass these on to the ***Mass Representative Co-ordinator***, who will be a member of the Council and will ensure that the Council is made aware of the information. In turn, the Mass Representative Co-ordinator, will inform Mass Representatives of Council decisions/actions and general information that the Mass representatives should pass on to their mass attenders, i.e. the Parishioners.

In common with other Working Groups, The Mass Representative will be the leader of a number of volunteers who will assist him/her in carrying out the duties specified below. These are as follows: -

1. To be in attendance at the Church door at the very latest, 10 minutes before the start of Mass in order to greet attenders as they arrive. They will check and ensure that notice boards are updated and hand out Parish newsletters and any other literature to be distributed on the day.
2. It is the responsibility of the Representative to recruit from the regular attendants of that Mass, sufficient numbers of helpers to be able to man all entrances to the Church, provide cover for holidays and other absence and to be able to greet as many Parishioners as possible. It is envisaged that, depending on numbers expected, a minimum of two should be in attendance at the main entrance, and one at each of any other entrance. The aim is to welcome as many of the congregation as possible.
3. It is their responsibility to identify newcomers to their Mass and establish whether or not they are newcomers to the Parish. If so, they must make the newcomers welcome, provide them with a registration form and, at the same time, ask if they require any information on the various activities of the Parish. (N.B. – We should develop a “Welcome Pack” with all relevant information, that could be handed out to all newcomers)
4. At the end of Mass, they have to be in attendance, assisting the Celebrant in bidding farewell to the congregation. They must tidy up the entrance in readiness for the next Mass. (N.B. In the future we should consider allowing Mass representatives to read out the notices, giving them exposure and making them known to their congregation. They should also be used to sell mass and other greeting cards, newspapers and other accessories normally sold in the book shop.)

**MASS REPRESENTATIVES WILL BECOME THE FIRST AND MOST IMPORTANT LINK IN OUR COMUNICATION CHAIN.**

*September 2012*