



Commitment 2011

Time & Talents



What does St Michael's give to you?

What do you give to St Michael's?

Spiritual Formation

'Eyes wide open to the mercies of God'



“What do you want to be when you grow up?” is a question often asked of children. And the answers can be moving, hilarious and naïve but nearly always to do with the kind of jobs they fancy doing.

As adults we might want to rephrase the question: “What do you want to be as you grow older?” And we may realise that this is now a question to do with character, how we develop as people.

The Christian life is about such development. When we talk about “spiritual formation” we don’t just mean a certain compartment of our life marked “ Sunday” but how we as individuals in community grow and develop as people.

When St Paul wrote to the early Christian community in Rome, he urged them to have “eyes wide open to the mercies of God” and to offer their whole self in the worship of Almighty God. (*Romans 12*) He is telling us that the Christian life begins as a response to the love of God as we see it in Jesus Christ and as we see it in our own lives. It is also one of service and this is how we grow as people and as Christians.

Christian ministry is not just about what we do for other people but also how we are enriched by participating in that service, about what we learn about life, ourselves and others and how we are changed by it. This is spiritual formation.

This booklet is an appeal to you so that you open wide your eyes to God’s mercies and offer yourselves in service in his Church. It outlines a number of ministries and task based groups describing the sort of help needed, how much time it takes and how you can take part.

I ask you to pray and carefully consider how you can participate in the life of our Church by giving your time and talents in the service of God and others. Your Church needs you and you need to get involved as part of your own Christian spiritual formation.

May prayer and hope is that you will be greatly enriched by the experience.

Father Kevin Morris, Vicar

Crèche Helper

Job Description: To work with other volunteers in the 0-3 age range and their families. Helping the Co-ordinator to set up, run and clear away the Crèche on a Sunday morning. This may involve reading stories and prayers, assisting in the care of babies and toddlers. The content of sessions is planned in advance and volunteers are given training.

Type of Person: Anyone who likes children and can get down onto the floor! Will need to complete a CRB check in accordance with diocesan policy.

Time Required: When on the rota approx. 2 hours on a Sunday morning plus a little prep time.

Co-ordinator: Katharine Braddick: 07976 750 384
katharine.braddick@googlemail.com

PCC Contact: Jane Trigle: 020 8746 7732



“Having three children of my own I know how important the Crèche is not only for children but also for their parents. It is such a joy being with them in the Crèche.”

Katharine Braddick, Crèche Co-ordinator

Children’s Church Helper

Job Description: Assist with the Children’s Church sessions on a Sunday morning. Attending a planning meeting at the start of each term. Helping at the Crib service on Christmas Eve and possibly other Children’s services throughout the year (Ash Wednesday, Good Friday and Ascension). Also a Children’s Church end of year party in July.

Type of Person: Someone who enjoys working with children and sharing the Christian faith with them. Will need to complete a CRB check in accordance with the diocesan policy.

Time Required: One or two Sundays a term as an assistant helper and another as Children’s Church Sidesperson. One evening meeting at the start of each term.

Co-ordinator: Christina Balmer: 020 8746 7780
padina_uk@Hotmail.com

PCC Contact: Jane Trigle: 020 8746 7732



It’s wonderful to help little children on their Christian journey and it’s also fun as you get to meet a lot of people.”

Christina Balmer, Children’s Church Co-ordinator

Youth Church (Breakfast Club) Helper

Job Description: Helper with our Youth church for 11-15 year olds. Working with the Curate and other helpers in planning and carrying out the sessions. These involve readings, prayers, activities and discussions on a Christian theme.



Type of Person: Someone with a sense of humour and a willing to engage with young people where they are in their Christian faith. Will need to complete a CRB check as required by diocesan guidelines.

Time Required: Youth Church takes place every other Sunday of term time during Mass – with enough volunteers this may only be twice a term for each helper. At the end of each term we go for lunch locally and an away weekend in early July. Will need to meet at the end/beginning of each term for a planning meeting with the Curate.

Co-ordinator: Father Stephen 020 8707 2078
curate@smaaa.org.uk

PCC Contact: Jane Trigle 020 8746 7732

Little Angels Playgroup Assistant

Job Description: Helping with the Playgroup for babies and toddlers ages 0-3 years. Setting up the space in church, assisting with running the session with other helpers and clearing away afterwards. Might need to organise a rota.

Type of Person: We need people who enjoy being with little children – although child-care is minimal as parents/carers are present throughout. A friendly manner and being welcoming is important. Does involve some moving of furniture and carrying of boxes of toys. Will need to complete a CRB check in accordance with the diocesan policy.

Time Required: Takes place in term time only between 10 and 11.30am on Wednesdays. Helpers need to arrive at church by 9.15 to set up and we are normally cleared up by 11.45 at the latest. On the rota once or twice a month.

Co-ordinator: Father Stephen 020 8707 2078
curate@smaaa.org.uk

PCC Contact: Jane Trigle 020 8746 7732

Gardening Team Member

Job Description: To help look after the church garden and grounds with a team of other volunteers.



Type of Person: Someone who enjoys gardening and/or being outdoors. By its nature involves a bit of physical work but we can normally find appropriate jobs for most people's abilities.

Time Required: Fairly seasonal as there's not much to do in the Winter! Usually one Saturday morning a month for a couple of hours.

Co-ordinator: Susan Hunt: 020 8749 7677
s.hunt564@btinternet.com

PCC Contact: Jane Blanckenhagen: 020 8994 7907

Flower Arranger

Job Description: To work on a rota basis with other volunteers in providing and maintaining floral displays for Sunday services and other major festivals and events. Flowers come from Wheeler's near the church and from local gardens.

Type of Person: Anyone who likes flowers and creativity and working in a team. Having experience of arranging is great, but beginners also welcome.

Time Required: Reasonably flexible, often we arrange on Fri or Sat. Takes about 2.5 hours to buy flowers and replace existing arrangements. Ideally having 15 mins a couple of times during the week to water and tend arrangements is ideal but we can co-ordinate with other helpers on this.

Co-ordinator: Sue Jordan: 020 8995 5589

PCC Contact: John Howard: 020 8995 3561



"I adore arranging the flowers as it shows we really care about the church and it's an opportunity to be creative and hands-on"

Sue Jordan – Flower Arranging Co-ordinator

Brass Cleaner

Job Description: Cleaning the church brass such as candlesticks, crosses, memorial plaques etc.

Type of Person: Almost anyone, as long as you don't mind a bit of elbow grease!

Time Required: Currently we do the cleaning on a Thursday morning before the 10am Mass for an hour or so. But time and day are flexible according to availability.

Co-ordinator: Lis West: 020 8994 8614

PCC Contact: John Howard: 020 8995 3561



"Cleaning the brass really shows results on a Sunday morning when everything looks so beautiful for worship. I also like being part of a group as we chat and have a cup of tea together while we are cleaning"

Lis West – Brass Cleaning Co-ordinator

Clarion Editorial Assistant/Reporter

Job Description: Commissioning, planning and chasing up articles for the monthly parish magazine alongside the Editor. May also involve writing and editing articles, letters, news, etc. Help with design, proofreading, printing and distribution as necessary.

Type of Person: Having editorial, writing or publishing skills would be ideal. Will need access to own email and computer.

Time Required: 10 hours per month at most – tending towards the end of month deadline of course!

Co-ordinator: Gavin Johnston 020 8810 9980
gavin_johnston@btinternet.com

PCC Contact: Tony Simkin 020 8995 3285



"The magazine is a really important part of our life as a parish and expresses who we are as a community. It is really interesting and creative work thinking up articles and commissioning them. I hope you'll enjoy it as much as I do"

Gavin Johnston – Clarion Editor

Assistant Archivist

Job Description: To assist under the guidance of the Archivist, with a team of other volunteers, in creation, preservation, storage and classification of parish records within a defined policy based on diocesan guidance for archiving.

Type of Person: Anyone who has an interest in the history of St Michael's and the Church of England or in archive research and the care and preservation of records. IT skills not essential, but helpful. For any age as it is a largely sedentary role.

Time Required: About 2 hours weekly, but variable and by voluntary agreement.

Co-ordinator: David Beresford: 020 8995 1947
david@dberesford.myzen.co.uk

PCC Contact: Helen Wareham: 020 8747 0247



“St Michael’s is a beautiful and historic church with a fascinating history. Working with the archives is a real privilege and there’s scope for so many interesting projects”

David Beresford, Archivist & Photographer

Photographer

Job Description: Taking photos of St Michael's events such as concerts, Bedford Park Festival, Worship, Baptisms, parties etc. Working with David Beresford (Chief Photographer) and other photographers. May also involve displaying photos and liaising with other team leaders and publicity representatives for St Michael's.

Type of Person: Anyone with a good eye for a photo. Basic interest/abilities in digital photography and computer skills an advantage.

Time Required: About 2 hours a week but variable depending on what's going on.

Co-ordinator: David Beresford: 020 8995 1947
david@dberesford.myzen.co.uk

PCC Contact: Tony Simkin: 020 8995 3285

Events/Festival Assistant Administrator

Job Description: To help with and deliver events throughout the year, including the Bedford Park Festival and Chiswick Book Festival. The role may include; planning events, co-ordinating volunteers, sourcing equipment and suppliers. This is a new role so there is room for shaping it and hopefully there will be several assistants.

Type of Person: Anyone who enjoys a challenge and working in a team. Outgoing personality who likes networking and event management.

Time Required: On-going commitment of about 2 days a month, increasing to perhaps 4 days before the Bedford Park and Book Festivals.

Co-ordinator: Torin Douglas (Bedford Park Festival): 020 8994 3572
torin.douglas@bbc.co.uk

Dinah Garrett (Chiswick Book Festival): 020 8994 7252
ddinahg@supanet.com

PCC Contact: Chris Bradley: 07773 816712



“The Bedford Park Festival and the Chiswick Book Festival are some of our largest and most exciting events at St Michael’s – hard work but hugely rewarding and an essential aspect of our outreach into the community and engagement with the arts.”

Torin Douglas – Bedford Park Festival Director

Festival Internships

Job Description: Working with church staff and volunteers in any of the following: assisting with the planning the Bedford Park Festival or Chiswick Book Festival. Running an event at either festival. Helping to generate publicity for events. This is a new role so subject to change and hopefully more than one appointment.

Type of Person: Someone who likes volunteering and looking to gain some valuable experience before the academic term restarts. We would welcome someone who can help us take a fresh look at how we run things.

Time Required: As much as you are able to give!

Co-ordinator: Torin Douglas (Bedford Park Festival): 020 8994 3572
torin.douglas@bbc.co.uk

Dinah Garrett (Chiswick Book Festival): 020 8994 7252
ddinahg@supanet.com

PCC Contact: Chris Bradley: 07773 816712

Green Days Assistant Project Manager

Job Description: To work in conjunction with the Bedford Park Festival Project Manager and to support the Green Days Co-Ordinator in delivering the various events of Green Days. This may involve helping to plan the layout of the festival, sourcing suppliers for the event, managing contracts for various parties, working with stallholders to identify and source equipment. This is a new role so possibly subject to change and hopefully more than one appointment will be made.

Type of Person: Anyone with projects management experience and enjoys event organisation.

Time Required: On-going commitment of approx. 2 days a month in the four months prior to Green Days, increasing to 4 days a month in the month before the event. Full time support over the Green Days weekend.

Co-ordinator: Torin Douglas (Bedford Park Festival Director): 020 8994 3572

PCC Contact: Chris Bradley: 07773 816712

Publicity & Press Co-ordinator

Job Description: To manage the publicity of events in the church calendar including the Bedford Park Festival and the Chiswick Book Festival. The role may include support in the programme design, identification of advertising and promotional opportunities in the local area and press. Managing communications through website and other media.



Type of Person: Anyone with experience in communicating and promoting events.

Time Required: On-going commitment of approx. 2 days a month, increasing to 4 days a month in the month before the event. Full time support over the Green Days weekend.

Co-ordinator: Torin Douglas (Bedford Park Festival): 020 8994 3572
torin.douglas@bbc.co.uk

Dinah Garrett (Chiswick Book Festival): 020 8994 7252
ddinahg@supanet.com

PCC Contact: Chris Bradley: 07773 816712

Stage Management Helper

Job Description: To help stage manage events such as the Bedford Park Festival and the Chiswick Book Festival and other events throughout the year. This may include; planning of equipment and supplies needed for events, preparation of the location beforehand, solving problems if and when they occur.



This is a new role and may be subject to change. Hopefully there will be a number of appointments to this role.

Type of Person: Someone who enjoys project management and is looking to gain experience. Knowledge of sound and lighting technology would be useful.

Time Required: Attendance at events throughout the year – with a particular focus of time around the Bedford Park Festival and Book festival.

Co-ordinator: Torin Douglas (Bedford Park Festival Director): 020 8994 3572
torin.douglas@bbc.co.uk

Michael Robinson (Church Warden): 020 8748 7447
roddis@dircon.co.uk

PCC Contact: Chris Bradley: 07773 816712



“Stage management is something I love to do. It’s very diverse and challenging, but virtually all of the events are a real pleasure to be part of and are even better when you know that that you’ve played a part in bringing them about!”

Michael Robinson – Church Warden



Green Days during the Bedford Park Festival

Parish Halls Volunteer

Job Description: To assist the Parish Managers with covering Parish Hall bookings. Duties required will be opening up the halls, locking up after events, moving chairs and tables and other required equipment.

Type of Person: Someone living locally who is physically able to move chairs, tables etc.

Time Required: An occasional duty over the weekend, possibly once a month or less.

Co-ordinator: Anna Benson & Sara Pask (Parish Managers): 020 8994 1380
parishoffice@smaaa.org.uk

PCC Contact: Helen Wareham & Michael Robinson (Church Wardens)
020 8747 0247 020 8748 7447



“Our busy Parish Office is a good sign of our thriving church community but there is always more to do! So please join us and help-out in a very practical way.”

Sarah Pask & Anna Benson – Parish Office Managers

Parish Office Volunteer

Job Description: To assist the Parish Managers on a Friday afternoon to prepare newsheets and service booklets for Sunday plus other duties as required such as photocopying, folding, stapling, putting up posters, answering the door/phone and general office help.

Type of Person: Someone who is willing and enjoys working in a busy environment.

Time Required: 3 hours a week on a Friday afternoon.

Co-ordinator: Anna Benson & Sara Pask (Parish Managers): 020 8994 1380
parishoffice@smaaa.org.uk

PCC Contact: Helen Wareham & Michael Robinson (Church Wardens)
020 8747 0247 020 8748 7447



Hospitality Team Member

Job Description: To be part of a team who organise and help with planning and providing food and drinks at various event at which St Michael's offers hospitality. This includes the Bedford Park Festival and the Chiswick Book Festival as well as after various services and on special occasions throughout the year.

Type of Person: Must be good at welcoming, at organisation and practical matters. Will need to manage a small team of helpers on occasion.

Time Required: Variable depending on what events there are.

Co-ordinator: Jane Trigle: 020 8746 7732
jane.lenton@virgin.net

PCC Contact: Dinah Garrett: 020 8994 7252



“At St Michael’s we pride ourselves on being a welcoming and hospitable church who know how to throw a good party because it is something that is at the heart of our Christian fellowship.”

Jane Trigle – Hospitality Group Co-ordinator

Sunday Morning Refreshments Helper

Job Description: To make hot drinks after the Sunday Mass in the Gabriel Room kitchen. Putting out cups, squash, biscuits, sugar etc. Clearing up afterwards, giving donations (minus your costs) to Treasurer, and liaising with other volunteers on a rota.

Type of Person: Anyone who is willing!

Time Required: Typically one Sunday every 6-8 weeks. Need to arrive about 9.15am bringing 4 pints of milk and some biscuits with them. Will need to go through to the kitchen in the final hymn to get things ready. Usually cleared away by around 11.30.

Co-ordinator: Susan Hunt: 020 8749 7677
s.hunt564@btinternet.com

PCC Contact: Dinah Garrett: 020 8994 7252



“Getting together after Mass over refreshments is such an important part of our fellowship as Christians – come and be part of this very important ministry of welcome and fellowship.”

Susan Hunt – Refreshments Team Co-ordinator

Sunday Chauffeurs

Job Description: To join a small team of volunteers who drive to church members of the congregation who find it difficult to get to church on their own and to return them home afterwards.

Type of Person: Anyone with a suitable car.

Time Required: Variable. We are looking for people willing to be called on from time to time when regular drivers are unavailable.

Co-ordinator: Lis West: 020 8994 8614

PCC Contact: John Howard: 020 8995 3561

Senior (Adult) Server

Job Description: To be part of a team of those assisting at worship as an altar server under the direction of Cathie James, Master of Ceremonies. Undertaking various roles such as being acolyte (carrying the candles), crucifer (carrying the cross), or thurifer (the incense). Servers also help with setting up the sanctuary before Mass and clearing away afterwards. Vestments are provided and full training is given.



Type of Person: Someone who is willing to be part of a team and likes working with precision and detail. Someone who would enjoy learning more about our worship.

Time Required: 2 hours twice a month on a Sunday morning and occasionally at evening services for important festivals – some special services have rehearsals beforehand. Helpful if you can be around at Christmas and/or Easter.

Co-ordinator: Cathie James: 020 8995 1947
cathie@dberesford.myzen.co.uk

PCC Contact: Cathy Millin 020 8810 9980



“Being a server you have the enormous privilege of participating at the heart of the Mass and we aim to strive for excellence which enables all present to reach closer to God through worship.”

Cathie James – Master of Ceremonies

Junior (Child) Server

Job Description: To be part of a team of those assisting at worship as an altar server under the direction of Cathie James, Master of Ceremonies. We are looking for children aged 7+ to carry the incense boat, and 10+ to be acolytes (candle carriers). Vestments are provided and full training is given.

Type of Person: Any child who would like to take part and has enough patience to be present throughout the service.

Time Required: Approx. 1 hour on a Sunday morning once a month.

Co-ordinator: Cathie Beresford (Master of Ceremonies): 020 8995 1947

PCC Contact: Cathy Millin: 020 8810 9980

Junior Choir

Job Description: To be part of the Junior Choir which sings at the Family Mass on the first Sunday of the month and sometimes on other special occasions and concerts throughout the year.

Type of Person: Any child who enjoys singing and performing. Tuition is given by our Director of Music.

Time Required: Approx. 1 hour on a Sunday morning once a month + 1 hour rehearsal every week in term time on a Tuesday evening in church.

Co-ordinator: Jonathan Dods
jondods@yahoo.co.uk

PCC Contact: Carol Douglas: 020 8994 3572



“The Junior Choir is a great way for children to learn to sing and to enjoy it at the same time and to gain experience of performing.”

Jonathan Dods – Director of Music

Want to volunteer?

It may be that you would like to volunteer for one of the roles described in this booklet and you can indicate this below. However, **very often people in our congregation have wonderful skills and experience of which we are unaware.** On the form, there's a chance for you to include your own talents that may be of great service to St Michael's.

Please fill in the form and hand it back on one of the next three Sunday mornings (23rd October at the latest). You can also return this form to the Parish Office or download it from the website and email it to parishoffice@smaaa.org.uk. If you need more copies of this form please contact the Parish Office on 020 8994 1380.

Name 1:

Address:

Telephone:

Email:

Name 2:

Telephone:

Email:

I/we would like to offer help with:

.....

Person 1: I have experience/skill in the following areas (e.g. accounts; gardening; fundraising; helping out with children):

.....

Person 2: I have experience/skill in the following areas (e.g. accounts; gardening; fundraising; helping out with children):

.....

We want to try and match people to their availability, so it's helpful for us to know when you're free... I/we generally have spare time (e.g. weekends / Tuesday evenings / half terms / holidays):

.....

Please get in touch with the office if you require additional Electoral Roll or Planned Giving forms. These can also be returned to the Parish Office or on a Sunday morning.



Commitment 2011 Prayer



O God, the Creator and Giver of all things,
bless our parish in this united endeavour.
Strengthen our faith
and grant us the spirit of sacrifice
so that with Thy Grace,
we may provide for the needs of our parish,
glorify Thee and sanctify ourselves.
Through Jesus Christ our Lord.
Amen



St Michael & All Angels Church, Bedford Park

Priory Avenue, London W4 1TX

Tel: 020 8994 1380

E-mail: parishoffice@smaaa.org.uk