



COMMITTEE GUIDELINES BOOKLET

Growing in Faith, Serving in Love, Walking Together



ST ANN'S CATHOLIC CHURCH

— KINGSTON HILL - KT2 7LX —

Dear Parish Family,

As we embark on this new year, I invite you to reflect on our collective journey as a parish - a journey deeply rooted in faith, service, and communion. This Committee Guidelines Booklet is more than a framework; it is a testimony to the mission we share, inspired by the call of Christ to walk together as a synodal Church, bearing fruit that will last (John 15:16).

May St Ann, our patroness, continue to intercede for us as we journey forward, ever united in Christ.

With every blessing,

Fr James Raj

Parish Priest

St Ann's Catholic Church, Kingston Hill

PARISH SYNODAL TEAM

The Catholic Church has formally started implementing its decision to increasingly become a synodal Church. Synodality is the specific *modus vivendi et operandi* (The way of living and working) of the Church, the People of God, which reveals and gives substance to her being in communion, as all members journey together and take an active part in the life of the Parish family.

Members:

1. Fr James Raj (Parish Priest)
2. Sr Ursula Eberhardt (Catechist Lead)

3. Anne Sebastian Pillai (Secretary)
4. Celia Hannigan (Catechist)
5. Christiane Ganteaume (Catechist)
6. Nicci Brenninkmeijer (Catechist)
7. Adriana Jimenez (Catechist)
8. Samantha Keegan (Catechist)
9. Johanna Brenninkmeijer (Catechist)
10. Christaobel Al Hachache (First Communion)
11. Yasmin D'souza (Finance & Gift Aid)
12. Anne King (Social)
13. Ana V Gonzalez (60+ Club)
14. Nimasha Yusuf (Safe Guarding & Altar Serving)
15. Joseph Rajmohan (Church Maintenance)
16. Daniel Mokwena (Youth)
17. Caterina Keyrouz (Florist)
18. Susy Flint (Parish Representation)
19. Chris Flint (Parish Representation)
20. Dory Al Hachache (Catering)
21. Carman Vasquez (Tea & Coffee and Sacristy)
22. Fernanda Ruiz (Family Representation)
23. Shamintha Jayatilaka (Family Representation)
24. Romola Cardoza (Kids Gardening & Events)
25. Lourdes Fuentes (Kids Gardening & events)

26. Joseph (Altar Server)
27. Luciana (Young Representation)
28. Almira (Young representation),
29. Jonathan Al Hachache (Choir)

Meetings: Held three times a year, typically in February, June, and October, with additional sessions for urgent matters.

SACRISTY TEAM

The Sacristy Team helps ensure that everything is prepared for the celebration of Mass and other liturgical services. Through their quiet and faithful service behind the scenes, they help create a prayerful atmosphere and ensure that the liturgy is celebrated with dignity and reverence.

Members

- Carman Vasquez (Sunday Morning Mass)
- Jane M. Mary Garrard (Saturday Vigil Mass)

Responsibilities

- Prepare the church, sanctuary, and sacred vessels before Mass.
- Ensure that liturgical books, vestments, hosts, wine, and other items required for Mass are ready.
- Help maintain the sacristy in a clean, organised.
- Prepare for special liturgical celebrations.
- Monitor and replenish liturgical supplies as required.

Meetings

Meetings are held as required, particularly before major liturgical celebrations.

CATECHETICAL TEAM

The Catechetical Team is responsible for the **faith formation of parishioners, especially children and youth**. Through structured Sunday Children catechesis, first communion and confirmation preparation, and spiritual evening and bible studies, the team ensures a deeper understanding of the Catholic faith and its practice.

Members:

1. Fr James Raj (Parish Priest)
2. Sr Ursula Eberhardt (Catechist Lead)
3. Christiane Ganteaume (Children Sunday Liturgy)
4. Adriana Jimenez (Children Sunday Liturgy)
5. Nicci Brenninkmeijer (First Communion)
6. Christaobel Al Hachache (First Communion)
7. Samantha Keegan (Children Sunday Liturgy)
8. Celia Hannigan (Confirmation and Spiritual talks)
9. Johanna Brenninkmeijer (Children Sunday Liturgy)

Purpose and Role:

- Develop and implement catechetical programs for children, youth, and adults.
- Organise sacramental preparation sessions and coordinate liturgical celebrations.
- Work with families to support the faith journey of their children.

Meetings: Held three times a year, typically in February, June, and October, with additional sessions as needed for sacramental preparations.

FINANCE COMMITTEE

The Committee ensures the financial health and sustainability of the parish. It helps in **income generation, internal auditing and financial stewardship, ensuring that resources are managed transparently and responsibly** to support the parish's mission. It serves as an advisory body and provides advice and recommendations to the Parish Priest.

Members:

- Fr James Raj (Parish Priest)
- Yasmin D'Souza (Gift Aid Coordinator)
- Joseph Rajmohan (Secretary)
- Anneiston Inpanathan (Book Keeper)
- Martin De Cruz (Book Keeper)

Responsibilities:

- Assist the Parish Priest with financial planning and stewardship.
- Help ensure that parish finances are managed openly, responsibly, and in accordance with diocesan guidelines.
- Review financial reports and monitor the financial health of the parish.
- Encourage fundraising and income-generating initiatives that support parish development.
- Support major parish projects through careful financial planning and advice.
- Help promote a culture of generosity and responsible stewardship within the parish.

Meetings: Held three times a year, typically in February, June, and October, with additional sessions for urgent matters.

SOCIAL COMMITTEE

The Social Committee plays a vital role in fostering fellowship and strengthening the sense of community within the parish. By organising social events especially for winter and summer parties, outreach initiatives, and charity events.

Members:

1. Fr James Raj (Parish Priest)
2. Anne King (Lead)
3. Julissa Young
4. Andy
5. Ana V Gonzalez
6. Dory Al-Hachache
7. Melita
8. Zaira

Responsibilities:

- Plan and organise parish social events, such as Winter and Summer celebrations, and fundraisers, to foster a sense of community and engagement among parishioners.
- Develop and coordinate outreach programmes and charity events to support those in need within and beyond the parish community.
- Ensure events are inclusive and reflective of the diverse parish community.

Meetings: As the need arises

CHURCH MAINTENANCE COMMITTEE

The Church Maintenance Committee ensures the proper upkeep and improvement of parish facilities. A well-maintained environment enhances the spiritual experience of all parishioners and visitors. This committee plays a crucial role in ensuring safety, functionality, and aesthetic value in the parish.

Members:

- Fr James Raj (Parish Priest)
- Joseph Rajmohan (Lead)
- Martin Agyemang
- Jose Diaz
- Shamintha Jayatilaka
- Koffi Rodrigue
- Liam

Responsibilities:

- Develop a maintenance plan for regular upkeep and emergency repairs.
- Conduct inspections of church property to identify areas needing attention.
- Supervise contractors and volunteers involved in maintenance work.
- Include a representative from the Finance Committee to ensure alignment between maintenance needs and financial planning.

Meetings: As the need arises

SAFEGUARDING TEAM

The Safeguarding Team helps ensure that St Ann's remains a safe, welcoming, and caring environment for children, young people, and vulnerable adults.

The team works closely with the Parish Priest and the Archdiocese to promote good safeguarding practice and ensure that all parish activities are carried out safely and responsibly.

Members

- Nimasha Yusuf (Parish Safeguarding Representative)
- Joy Duval-Koenig (Parish Safeguarding Representative)

Responsibilities

- Act as the Parish Safeguarding Representative. Support the parish in implementing diocesan safeguarding policies and procedures.
- Assist volunteers in obtaining and renewing Enhanced DBS checks where required.
- Promote safeguarding awareness within the parish community.
- Work closely with the Parish Priest and the diocesan safeguarding team whenever concerns arise.

Meetings

Meetings and training sessions are attended as required by the Diocese and parish needs.

ALTAR SERVERS TEAM

The Altar Servers Team helps young people take an active role in the celebration of the Mass. Through their service at the altar, they learn responsibility, teamwork, reverence, and a deeper appreciation of the liturgy.

Members

- Nimasha Yusuf (Lead)
- Adriana Jimenez

Responsibilities

- Coordinate altar servers for family mass and special Masses.
- Communicate with families regarding Family Masses and special celebrations.
- Organise practice sessions for new and existing altar servers.
- Welcome and guide children before Mass begins.

Meetings

Practice sessions and meetings are arranged as needed throughout the year.

WELCOME, HOSPITALITY, TEA & COFFEE TEAM

This team plays a vital role in the everyday life of the parish. Through simple acts of welcome, hospitality, and service, they help create the friendly and welcoming atmosphere for which our parish is known. Whether serving tea and coffee after Mass, welcoming visitors, preparing refreshments for parish events, or helping with children's activities, the team helps people feel at home and part of the parish family.

Members

- | | |
|---------------------------|----------------------|
| 1. Fernanda (Lead) | 9. Lourdes |
| 2. Ana (Lead) | 10. Melita |
| 3. Immacula | 11. Paula |
| 4. Carmen | 12. Romola |
| 5. Jose | 13. Nicci |
| 6. Gigi | 14. Sr Ursula |
| 7. Isabelle | 15. Kiki |
| 8. Julisa | 16. Adriana |

Responsibilities

- Organise tea and coffee with refreshments after Sunday Mass and other parish gatherings.
- Purchase necessary supplies and maintain hospitality resources. Submit receipts and expenses for reimbursement through parish procedures.
- Support parish events by helping create a warm and welcoming atmosphere.
- Work closely with other parish teams during major celebrations throughout the year.

Meetings

Meetings are held as required.

CHOIR AND MUSIC MINISTRY

Music plays an important role in the prayer and worship of the Church. The Choir and Music Ministry helps lead the congregation in prayer through music and supports the liturgical celebrations throughout the year.

Members

- **Jonathan Al Hachache (Organist for Sunday Mass)**
- **Ryan Kuruvilla (Guitarist for Vigil Mas)**
- **Smitha Mareena Lobo (Singer for Vigil Mas)**

Responsibilities

- Prepare and provide music for Mass and other liturgical celebrations.
- Select suitable hymns for Sundays and the liturgical season and provide hymn lists to the parish secretary for newsletters.
- Prepare special hymns for Christmas, Easter, First Holy Communion, Confirmation, weddings, funerals, and other significant celebrations.
- Support and develop the parish choir.

Meetings

Rehearsals and planning sessions take place as required throughout the year.

FLORAL MINISTRY

The Floral Ministry helps enhance the beauty and prayerful atmosphere of St Ann's through flowers and seasonal decorations.

Through creativity and dedication, the team helps reflect the changing seasons of the Church year and the importance of major parish celebrations.

Members

- Caterina Keyrouz (Lead)

Responsibilities

- Arrange flowers and decorations throughout the church.
- Reflect the liturgical seasons through appropriate floral displays.
- Prepare special decorations for Christmas, Easter, First Holy Communion, Confirmation, parish feasts, and other special celebrations.
- Consult with the Parish Priest regarding major liturgical celebrations.

Meetings: Planning takes place throughout the year as required.

CHILDREN'S GARDENING AND ACTIVITIES TEAM

The Children's Gardening and Activities Team helps children grow in confidence, friendship, responsibility, and care for creation.

Through gardening projects, outdoor activities, games, and special events, children are encouraged to enjoy parish life while learning valuable skills and developing a sense of belonging.

Members

- Romola Cardoza (Lead)
- Lourdes Fuentes (Lead)

Responsibilities

- Organise Children's Gardening Days throughout the year.
- Plan activities, games, and special events for children and families.
- Coordinate seasonal children's programmes and family activities.
- Work around school holidays and family commitments when planning events.
- Help children develop a love for nature, teamwork, and care for God's creation.
- Work alongside parents and volunteers to ensure activities are enjoyable and safe.

Meetings

Meetings and planning sessions are held as required throughout the year.

PARISH SECRETARIAL SUPPORT TEAM

The Secretarial Team assists with the day-to-day administration and communication of the parish. Their support helps ensure that parish records, communications, and events run smoothly and efficiently.

Members

1. Anne Sebastian Pillai (Office Administration, Records and Correspondence)
2. Melita Valdeiro (Newsletter and Website)
3. Isabelle Lemettre (Children's Activities and Seasonal Events)

Responsibilities

- Assist with parish administration and record keeping.
- Support communication through newsletters, website updates, and parish notices.
- Assist with sacramental and parish records.
- Support the organisation of children's events and seasonal parish activities.
- Work closely with the Parish Priest and parish ministries.



*Together, let us continue building a parish where faith grows,
friendships flourish, and everyone knows they belong.*

There is always space for one more.

"The greatest among you will be your servant..." Mt 23:11–12
