

SITE Coordinators, Stewards and Helpers

Who is responsible?	What we need to do or get on the day?
<p>Administration: Canon Anthony Charlton, Fr. Valentine Erhahon Anna Thompson - Parish administrator Ghazwan Butrous - Parish Webmaster</p>	<p>Approvals, payments, invoice, etc</p> <p>Advertising, publicity in the parish and various groups, website, newsletter, leaflets, announcement</p>
<p>Event organiser and site manager: Fr. Valentine Erhahon (Coordinating the events of the day; Litters; Waste management; setting up and organising the various groups)</p> <p>To assist with planning and organisation: Jeeven Jolly</p>	<p>Stewards to assist Events organiser with:</p> <p>I. Mobile Sacristy Car: Ndidi Nwahiri II. Mobile Parish Car: David Mclellan III. Photographer: Simon McKenna and Charlotte Galt IV. Publicity: Gosioi Kozyne, Viktoria Drabova V. Construct the Procession Cross: Hugh Connolly VI. Altar Servers: MC: Sean Jones; Andrew Pullicino, Kevin John, Arun Lukose, Alex Reji, Avin Reji, Andrea George, Fergal Clancy, Rys Scott, VII. Supply Speaker for Entertainment: Brenda Montellano VIII. Supply Gazebo: Linda Scott IX. Print Flyer: Christine Robinson</p>

Logistics and Welfare officer: Richard Caraccio
(Things to buy, hire, rent, chairs to collect, drop off from Hall, etc)

Team member:

Cherry Stone
Mike Lilford
Tony Johnson - Chairs
Andre Stachowiak - (Parish caretaker)
Simon Stempien - Parking

I. To help serve food: Gosioi Kozyne

Catering officer: Philomena Wickenden

Team member:

Mary McGille
Mary Mcgeary
Linda Scott
Felicity Tasker
Roxy Albert
Gosioi Kozyne

Stewards to assist Logistics and Welfare
(To coordinate parking, taxi drop off, directions, monitor fire access routes to keep clear; direct people in the car; crowd control; assisting lost and found persons and items)

Steward Coordinator: Robert Emejuru

Other Stewards:

- I. Paul Skrzynski
- II. Chima Rickards
- III. Carrah Wright
- IV. Alex John
- V. Robert Ohaeri
- VI. Gerard Buckels
- VII. Tony Loughran
- VIII. Kamila Pateman
- IX. Katarzyna Pelczer
- X. Kevin John
- XI. Kasia Pelzar

Those to donate bottled water, soft drinks and biscuits

- I. Dory Ignacio
- II. J. Matthew
- III. Philomela Brown
- IV. David McLellan
- V. Gosioi Kozyne
- VI. Ndidi Nwahiri
- VII. Tony Lovghran
- VIII. Joanna Rusta

<p>Health and Safety Officer: Christine Robinson (Medical, Public Health, Toilet, lost and found people and First Aid)</p> <p>Team member: Patrick Pullicino</p>	<p>To assist:</p> <ul style="list-style-type: none"> I. Joanne Rusta II. Grainne Brockman III. Kerry Halpenny
<p>People Management (ONE TEAM, DIFFERENT PARTS)</p> <ul style="list-style-type: none"> I. Care of Children and young people (To provide sporting events for children): Nieves Castro; Ivan Galt to assist II. Special Welcomers (To welcome people on the Day): Isy Mead; Sr. Helen Omeje and Julia J to assist III. Publicity (To create banners, distribute flyers): Charlotte Galt; Fiona Galt to assist IV. Press and PRO: Helen Nattrass; John Renn to assist 	<p>Stewards will work with you</p>

<p>Liturgy 1: Worship</p> <p>A. To plan the liturgy, music and booklet: Canon Anthony, Ben Saul, Mike Lilford and Philip Gascoyne</p> <ul style="list-style-type: none"> • Ben Saul to prepare order of service • Rob Meredith to provide two readers • Fr. Valentine to provide 4 people to read the bidding prayers in different languages 	<ol style="list-style-type: none"> 1. MC on the Mic: John Butler (Welcome and information) 2. MC on the Mic: Robert Palmer (Picnic) 3. MC for Liturgy: Andrew Pullicino
<p>Liturgy 2: Serving</p> <p>Fr. Valentine, Stephen, Andrew and Sean</p>	
<p>Liturgy 3: Sacristy and Flowers:</p> <p>Una Harris and Mary McDonald</p>	
<p>liturgy 4: Choir/ Music</p> <p>Ben Saul, Mike Lilford, Philip Gascoyne and the trumpeters</p>	
<p>Entertainment</p>	<p>Music and DJ</p>

THE VARIOUS AREAS

	FOR:	Cared for By:
AREA ONE	<p>Parents with children The right hand side is for parents with little children. This is next to the Obelisk-South African Memorial). 40 chairs will be provided. Children can play football and other sport after Mass behind the Obelisk)</p>	Logistics Stewards
AREA TWO	<p>OPEN TO ALL (20 chairs)</p>	Logistics Stewards
AREA THREE	<p>Seniors & those with special needs The left hand side is for the seniors. This is next to the garden. 40 chairs will be provided.</p>	Logistics Stewards
AREA FOUR	<p>OPEN TO ALL (20 chairs)</p>	Logistics Stewards
AREA FIVE	<p>Gazebo 1 Marked as: 'Reflection Spot' (where you can speak with a priest if you require one) (For those who would like to speak with a priest or to go for confession. This area will attended by a priest - they will take turns every 20 mins)</p>	Site Stewards

	FOR:	Cared for By:
AREA SIX	Gazebo 2 Marked as: Catering	Catering Stewards
AREA SEVEN	Gazebo 3 Marked as Health and Safety	Health and Safty Stewards
AREA EIGHT	Band Itself	Site Stewards