

Single point of contact for Parish of St Teilo and Holyrood Tenby and St Brides Saundersfoot

St Teilos			Parish Central	St Brides		
Ministry	SPoC	Notes		Ministry	SPoC	Notes
Eucharistic assistants (community)	Mary Cooper	Coordinate ministry of sick and house bound; visits for Parish.	X	Eucharistic assistants (community)	Mary Cooper	Coordinate ministry of sick and house bound; visits for Parish.
Eucharistic assistant. (Mass)	Michael Doyle	Coordinate service to resident Priest		Eucharistic assistant. (Mass)	Margery Brown	Coordinate service to resident Priest
Flower arrangement	Ruth Pritchard Jones	Coordinate church decoration		Flower arrangement.	Tara Carmody	Coordinate church decoration
Sacristan	Burney Russell (emeritus)	Prepare sacristy and alter dressing. Re supply via finance secretary		Sacristan	Brian McKeheon	Prepare sacristy and alter dressing. Re supply via finance secretary
Choir / Music for Liturgy	Elizabeth Wordley	Arrange music of Liturgy		Choir /Music for Liturgy	David Moorcroft	Arrange music of Liturgy
Ministers of the Word.	Janet Parry	Coordinate readers List		Ministers of the Word.	Brian McKeheon	Coordinate readers List
Alter Server / MC	Michael Doyle	Promote / Coordinate servers and training.		Alter server / MC	Kathleen Champ	Promote / Coordinate servers and training.
Church Cleaners.	Burney Russell (emeritus)	Coordinate cleaners list		Church Cleaners	Liz Talboys	Coordinate cleaners list
Finance and finance committee.	Paula Smith	Manage parish finances and liaise with Diocese	X	Finance and finance committee	Paula Smith	Manage parish finances and liaise with Diocese
Parish Ladies Guild.	Laura Tomp	Ladies guild coordinator	X	Parish Ladies Guild	Laura Tomp	Ladies guild coordinator
Parish Grounds upkeep.	Michael Mac and Paul Kilbey	Coordinate and maintain church grounds exterior	X	Parish Grounds upkeep.	Michael Mac and Paul Kilbey	Coordinate and maintain church grounds exterior
Estate management over sight.	Mike Smith and Roger Toms (emeritus)	Assist by coordinating with builders, finance and Diocesan estate manager.		Estate management over sight	Emmet, Brian Lang and Mike Smith	Assist by coordinating with builders, finance and Diocesan estate manager.
Community support and food bank.	Susan McKeheon	Liaise with service providers.		Community support and food bank.	Susan McKeheon	Liaise with service providers.
Parish hall management and bookings	Vacant	Coordinate hall bookings and hall preparation and cleaning.	X	Parish hall management and bookings	Vacant	Coordinate hall bookings and hall preparation and cleaning.
Repository	Irene Holden	Manage the running of repository.	X	Repository	Closed	Manage the running of repository.
Parish Web site	Phil Morris	Manage and up load parish documents including news letters.	X	Parish Web site	Phil Morris	Manage and up load parish documents including news letters.
Knights of St Columba	Joe Ninnemann	Grand Knight Council 979	X	Knights of St Columba	Joe Ninnemann	Grand Knight council 979
Cafod	Chris Wales	Coordinates fund raising and communication.	X	Cafod	Chris Wales	Coordinates fund raising and communication.
Safeguarding	Maria Battle	Coordinates DBS checks and Diocesan liaison for safeguarding	X	Safeguarding	Maria Battle	Coordinates DBS checks and Diocesan liaison for safeguarding
Bidding Prayers	Jenny Moorcroft	Bidding Prayers preparation.	X	Bidding Prayers	Jenny Moorcroft	Bidding Prayers preparation.

Single Point of Contact principles:

Single points of contact have been identified to assist the Supply Priests, Parish and visitors to the parish to be able to easily identify those who have kindly accepted the lead in the various ministries. It helps to ensure that no individual becomes over-burden with responsibilities. So many ministries go unnoticed until they are not done? The SPoC are able to give guidance and information in relation to their identified Ministry. SPoC advise but do not take on responsibilities to resolve any given situation (passing burden). The list is not exhaustive nor the individuals who are undertaking ministries; volunteers are welcome in many of the ministries identified to date. The support to the Parish by the Parish is vital, be it in Prayer, Word or Deed. If Parishioners are physically able to help and want to, then contact can be made with SPoC for further information. If physically un-able, your prayers too, lessen the toil of the yoke. Contact SPoC for further information (**the go to people**). This is an active document and can / will be amended from time to time. Thank you for your consideration.

Contact details for SPoC

Name	Tel No	E-Mail
Mary Cooper	01834871616 / 07951513090	Peter.art@btinternet.com
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Brian & Susan McKehon	01834 814321	Flossandthesnail@btinternet.com
Irene Holden	01834 812643	
Janet Parry	01834 871542 / 07914338095	Janetsparry@hotmail.com
Chris Wales	01834 871698 07831636339	Tonywales396@btinternet.com Christine.wales@btinternet.com
David & Jennifer Moorcroft	01834 812996	Jdm79@btinternet.com
Phil Morris	07818457858	stteilstenby@gmail.com
Laura Tomp	07795507853	Eplaura@aol.com
Burney Russell	01834 844209	
Paula & Mike Smith	01834 812020 / 07817662863	Mikesmith771@outlook.com Paulalouise325@outlook.com
Tara Carmody	07896218886	taracarmody@hotmail.co.uk
Liz Talboys	07969493919	elizabeth.talboys@btinternet.com
Brian Lang	01834 812810	
Joe Ninnemann	07792137743	Jninnrc@gmail.com
Ruth & Vaughan Pritchard Jones	01834844027 / 07985138918	Pritchardjones714@btinternet.com
Elizabeth Wordley	01834 849163	Ewordley@btinternet.com
Michael Doyle	01834 845982	Mdmd46@btinternet.com
Emmet	07778478271	
Kathleen Champ	01834 810209	Kathleenchamp2@gmail.com
Michael Mc Donald	01834 845404	
Margery Brown	?	