

Volunteer Handbook



Welcome

This handbook provides an overview of the volunteer opportunities available in the Parish.

Volunteers are one of Kilmacud Parish's most significant resources and are an essential part of the Parish's work and activities. Their time, energy, and talents help and inspire hope and are crucial to our ability to deliver services throughout the Parish.

Many Parish programmes would be unable to carry out their work without volunteers. By engaging Volunteers in Parish work activities, the Parish can expand the efforts of its current and pre-existing staff and volunteer team and reach more Parishioners.

Volunteer Handbook Edition No. 2 as of 23rd Sep. 2025

Thank you to our current Volunteers

To our current Volunteers, we would like to express our sincere appreciation for your continued commitment, support, and contributions to the Parish community. Your efforts do not go unnoticed and are deeply valued.

Invitation to new Volunteers

For those considering becoming Volunteers, we invite you to join the Parish volunteering community. It is a wonderful opportunity to use your skills, talents, and kindness.

Questions

If you have any questions or require clarification on the information in this handbook, please get in touch with the Kilmacud Parish Office.

Contact details are as follows:

Opening hours are usually Monday–Friday (9.00 a.m. – 12 noon)

Parish Secretary

Christine Mullock

Tel. (01) 2884009

kilmacudparishoffice@gmail.com

Website: www.kilmacudparish.ie

Kilmacud Parish - Registered Charity Number (RCN 20016166)

A few words from Fr. Joe



Dear Parishioners,

If you volunteer in our Kilmacud Parish, you will join our dedicated team of staff and volunteers. Our Parish Team has a rich tradition of serving the Parishioners in our community across Kilmacud, Stillorgan, Mount Merrion, and Clonskeagh.

Each of our three Parishes in the partnership is blessed with volunteers who give amazing service to the faith community. We all applaud these men and women and pray that they will be blessed with this wonderful spirit in the months ahead and carry on with this essential work. It is an expression of your Baptismal calling and a great gift to the Church.

I'm not quite sure why we find it hard to recruit new members to the many varied Groups serving this community. I believe our existing members would welcome new members, offer support and training and modify existing rotas to accommodate the new joiners.

If you are ready to serve, please step forward. I invite Group Leaders to make their contact details available around the Church, along with information about the application process, and to welcome everyone who expresses an interest. We simply can't have a Parish without people and priests working together in a spirit of co-responsibility.

Sincerely,

Fr Joe Mullan,

Parish Priest Mount Merrion, Kilmacud, Clonskeagh

Do I need prior experience?

No. Where necessary, support and training will be made available to help you.

What time commitment is required?

Whether you can commit a lot of time or just a little, there are volunteer roles and opportunities available in the Parish.

Volunteers who can contribute any amount of time are welcome to join. We understand that life can be busy and that people may have other commitments preventing them from attending every week or month. A volunteer can contribute occasionally, more regularly, or on a longer or shorter term. For instance, if you would like to volunteer occasionally, additional volunteers may be needed to cover summer and holiday periods, weekends, and/or seasonal events like Christmas and Easter.

What are the Volunteer Roles?

Altar Servers

Our altar servers serve at the ceremonies, which take place in our Church. The role is open to boys and girls who have made their First Holy Communion. In particular, we are looking for altar servers for our Saturday evening Family Masses. (Safeguarding procedures are in place).

Bethany Bereavement Support Group

This Group was established in the Parish in 1997 and is a voluntary Parish-based Ministry that aims to help the bereaved and grieving by offering support and a listening ear. They provide one-to-one appointments by arrangement. Usually, a group meeting is held on the last Thursday of each month at 3 p.m. in the Parish Centre.

For further information, contact 087-0527764.

Choirs

Family Mass Choir

The Choir sings each Saturday at 6 p.m. at the Family Mass. New members and parents are always welcome! If you have a passion for singing and you are in 2nd class in Primary School or older, we'd love to have you join us.

If you're more into guitar and have been playing for at least one year, come along and give it a try. No auditions are held; just have fun, develop your talent, build confidence, and make new friends.

Practices are usually at 5:15p.m. on Saturdays, followed by Mass at 6 p.m. (from Sep. to June). Life gets busy. We don't expect you every week. Come when you can.

Parish Choir

The Parish Choir sings at 11:30 am Mass every Sunday (except during the summer). Currently, rehearsals take place on Sunday mornings at 10:30am. The group is interested in talking to any Parishioner who would like to join the group.

Church Cleaners

This Group comprises volunteers who assist with the general care of the Church every week. They usually meet on Wednesday mornings at 9:00 a.m. for approximately one hour. Offers of new help are welcome.

Church Grounds Maintenance

Maintenance work is typically conducted weekly from 10:30a.m. to 12:30p.m. approx. on Tuesdays. The grounds are maintained by mowing the grass, weeding, planting, cutting the hedges, edging footpaths and driveways, and keeping the area clean. Several additional initiatives are currently underway, including rewilding projects. The Stillorgan Man's Shed joins us once a month.

Coffee Dock

The Coffee Dock is in the Parish Centre and is open every morning after Mass. Volunteers run it, and additional volunteers and/or help are welcome, particularly to cover busy periods (e.g., during hospitality events and activities).

Do This In Memory of Me (DTIM) Communion Preparation Programme

This is a Programme of preparation for First Communion, centred on the Parish celebration of the Sunday Eucharist. The three main Primary Schools in the Parish support this Programme. Home, School and Parish are involved. The Programme resources are designed to facilitate the active involvement of parents, families, and parishes.

Volunteers are needed to assist and support the Community Preparation Programme, creating a very enjoyable Mass each month that focuses on children preparing for First Communion. Volunteers will work as part of the Parents Planning Team and/or as Programme Coordinators.

Eucharistic Ministers

Ministers assist in distributing Communion at weekday or Sunday Masses and may also take Holy Communion to the housebound. Depending on the number of ministers available for each Mass, people typically minister at the Mass they usually attend.

Flower Team

This enjoyable Ministry aims to enhance and beautify the Church's interior. The team consists of three members, but we also welcome new members. There is a flower room beside the Sacristy.

Meetings typically take place every couple of weeks, but more frequently in the run-up to significant events, such as Christmas, Easter, Confirmation, Holy Communion, and occasions when flower displays enhance/ reflect the celebratory and spiritual significance of an occasion. The team meets less frequently during Lent and Advent, when most forms of adornment in the Church are pared back. No training/prior experience in flower arranging is required.

Funeral Team

The Funeral Ministry team consists of religious and lay men and women who are trained to provide support and help to a bereaved family when organising a Christian Funeral.

We may speak with the deceased person's family before the funeral, help them choose readings, and assist the priest and family during the funeral Mass.

Members of the Funeral Ministry team may also lead prayers at the family home or the funeral home before a funeral, as well as in the Church, and offer final prayers at the internment service at a graveside or crematorium.

Funeral Ministry is a nice pastoral opportunity. It adds to the offering of Parish sympathy to the family of the deceased as we welcome them to our Church one last time. It is also a nice way to support the Priests in our Parish. The Parish/Diocese provides training to those interested in this role in our Parish.

Hospitality Weekends

Tea, coffee, and biscuits are offered after Masses on the last weekend of each month. Volunteers help set up before Mass, serve tea and coffee, and assist with cleanup afterwards. There are usually at least three to four volunteers at each Mass, so new volunteers will have experienced people to work alongside. Volunteers are not expected to attend every month. The week before a Hospitality weekend, an email is sent to see who is available. This is an enjoyable and sociable way to get involved in the Parish.

Legion of Mary

The Legion of Mary's 2021 celebration marked the 100th anniversary of the Legion's founding. The Legion has grown from 15 people to over 4 million active members and 7 million auxiliary members today in more than 170 countries. These members meet weekly and carry out an assigned task later in the week. For more information, please refer to the website <https://www.legionofmary.ie/>.

Liturgy Group

Working with our Parish priests and sisters, the Liturgy Group supports the Parish by planning and organising prayerful liturgical celebrations throughout the year. In recent years, the Group has supported the annual Remembrance Mass, introduced Lenten retreats, organised the New Year's Eve service, and provided training and support for other ministries. We aim to build hope in our Parish through joyful and reverent liturgies. The Group meets every two months.

Weekday Ministers of the Word

Readers read once a week. The readings can be made available for practice in advance. Ministers of the Word read once a week every second month. Other arrangements can be made if a reader is unable to attend. Current readers can offer advice and support, and the Dublin Diocese holds training evenings for Ministers of the Word.

Weekend Ministers of the Word

Ministers of the Word play a vital role in our Parish by proclaiming the Word of God during Mass, enhancing the worship experience for the congregation. Reading at Mass helps facilitate the congregation's connection with God's message.

Volunteering for this role provides a unique opportunity for personal spiritual growth, deepening your understanding of Scripture and fostering a greater sense of community and participation. Ministers of the Liturgy at the 6 p.m. Saturday Mass and the 11:30 Sunday Mass typically serve once every 4-6 weeks. The Group is supportive and accommodating, always welcoming new members. Training and ongoing support are provided to all new and returning readers, empowering readers to share faith and talents with confidence.

Padre Pio Prayer Group

This Group's purpose is to encourage prayer through Association with Saint Pio. It meets on the third Wednesday of the month for the 10:00 am Mass.

Parish Baptism Team

The Parish is looking to get the Baptism Team back up and running. The Baptism Team assists families in preparing for the sacrament of Baptism. Along with the priest, they guide families through the preparation process, help during the Baptism ceremony, and provide ongoing support and resources for the families as they continue their faith journey.

It is anticipated that the time commitment for this role would involve:

- ▶ being present to assist during the Baptism ceremony;
- ▶ one meeting per month with families preparing for Baptism.

Parish Finance Committee

This Committee is seeking new members with knowledge of finance who can attend 4-6 meetings per year. This committee advises the Parish on all financial matters, assists in managing Parish finances, prepares budgets, and oversees financial records. If you are interested in becoming a member, please contact Kevin Galligan, the Chairperson, through the Parish Office.

Parish Pastoral Council

The Council is a leadership group within the Parish, where priests, pastoral workers, and lay members collaborate to develop, guide, and support the Parish, helping to build a vibrant Christian community. If you would like to get involved, please contact the Parish Office.

Parish Youth Forum

This group is designed to provide young people between 18 and 40 years of age with an opportunity to voice their ideas, opinions, and needs regarding the development and growth of their faith. It focuses on issues impacting young people within the Parish and in life. The Parish is looking for volunteers to support the Youth Forum, such as organising events, assisting with mentoring, and supporting fundraising efforts.

Pioneers Association

The Association's object is to promote sobriety. Members undertake to abstain from alcoholic drinks, recite the Heroic Offering morning and night, and wear the Pioneer Pin. The Kilmacud Branch was founded in 1917 and is now attached to the Parish Church.

Sacristan

The role of Sacristan is a meaningful way to serve the Parish by preparing for and supporting liturgical celebrations. Sacristans are responsible for the physical elements of Mass, including preparing the altar, maintaining the Sacristy, and ensuring that necessary items are available. They may also help with tasks such as lighting candles, presenting the Eucharist, and assisting the priest.

Who should I contact if I am interested?

If you are interested in volunteering, the best way to contact us is by email to kilmacudparishoffice@gmail.com.

You can also contact us in person at the Kilmacud Parish Office, which is usually open Monday to Friday from 9:00 am to 12:00 noon, or reach us by telephone at (01) 2884009.

What steps are involved before I take up a Volunteer role or opportunity?

We will ask you to fill out a straightforward volunteer form with your contact details. A copy of this form is attached to this booklet. Garda Vetting checks are needed where children or vulnerable adults are involved.

What will happen once I take up the role?

You will be introduced to members of the Parish group where you will be working. Where necessary, advice and training will be provided.

Church of St. Laurence O'Toole, Kilmacud

Confidential Expression of Interest - Volunteers

Name:

Address:

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Telephone:

Email:

I would be interested in the following volunteer role(s):

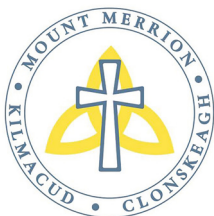
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Please email to kilmacudparishoffice@gmail.com.

Or drop into the parish office Monday – Friday between 9.00am and 12.00pm.



TRINITY OF FAITH

Kilmacud Parish Office

St Laurence O'Toole Church
Kilmacud Road Upper
Co Dublin

Tel: 01 2884009

Email: Kilmacudparishoffice@gmail.com