



The PARISH HANDBOOK



**Saints Simon and Jude Catholic Church,
Streatham Hill**

Appendix - Parish Volunteers

The Parish Handbook from July 2024

Updated Names of Parish Volunteers and Portfolio for Volunteering.

By:

Father Valentine Erhahon, Parish Priest
Thursday 15th August 2024

Appendix

Parish Structure: Volunteers from 2024

Liturgy - Divine Worship: Day2Day

Parish Priest:

- Father Valentine Erhahon

Liturgical Master of Ceremony:

- Gaius Ezembaukwu

Parish Eucharistic Ministers:

- Lime Tree Care Home: Paul Hutchinson
- Homebound to Spouse only: Michael O 'Keeffe

Sacristans:

- Paul Hutchinson
- Gaius Ezembaukwu
- Martindecruz Victorselvaraj
- Mary Abreu
- Marie Beche

Mass Ushers:

- 1.) 5.30pm: Nicola Jones
- 2.) 9.30pm: Michael O 'Keeffe
- 3.) 11am: Dura Karim

Parish Seamstress:

- 1.) Colette Bellemain

Parish Sacred Vessel, Sacred Linens Cleaner, and Vestments Carer:

- 1.) TBC

Parish Wednesday Church Cleaners:

- 1.) Barbara Elliot
- 2.) Val Glew
- 3.) Maureen Ryan
- 4.) Marie Beche
- 5.) Paul Hutchinson
- 6.) Irene Somera

Parish Floral Arrangement:

- 1.) Teresa Dempsey

Altar Servers:

- **Matthew Moyano**
- **Mike Moyano**
- **Jaydon Smith**
- **Sarah Okaro**
- **Christopher Okaro**
- **Stephen Akika**

Instrumentalist:

- 1.) **Anita Lobo** - Organ and Piano
- 2.) **Augustus Pereira** - Saxophone

Lead Cantors:

- 1.) **David Wingfield** - 9.30am
- 2.) **Augustus Pereira** - 11am

Chior:

- 1.) **Anita Lobo**
- 2.) **Augustus Pereira**
- 3.) **Lette Alemayehu**
- 4) **Marie Beche**
- 5.) **Colette Bellemain**
- 6.) **David Wingfield**
- 7.) **Katie Hickman**
- 8.) **Josephine Orme**

Parish Lectors:

Weekdays, (11am, and On-Call)

1. **Paul Hutchinson**
2. **Maureen Ryan**
3. **Marie Beche**

Saturday: 5.30pm

4. **Teresa Dempsey**
5. **Patrick McLoughlin**
6. **Kelly Breslin**

Sunday: 9.30am

7. **David Wingfield**
8. **Karl Meekings**
9. **Alexander Hill**
10. **Rachel O'Neill**
11. **Eleanor O'Neill**
12. **Clara O'Neill**

Sunday: 11am

13. **Doussou Diabate**
14. **Jullie Danso**
15. **Larraitz Garaialde**
16. **Malusa Kilonda**

- 17. **Simona Yemane-Renhudt**
- 18. **Chris Watts**
- 19. **Roxane Rouquette**
- 20. **Paul Bass**
- 21. **Asaba Yiggon**

Administration

The Parish Priest	Chair
<p style="color: red; margin: 0;">Martindecruz Victorselvaraj</p> <p>Parish Accountant: ○ Bookkeeper and Treasurer</p> <p>And</p> <p>○ Gift Aid Coordinator</p> <p>— — — —</p> <p style="color: red; margin: 0;">Official Email: Victorselvaraj Martindecruz Streatham Hill Bookkeeper: <u>streathamhillbk1@rcaos.org.uk</u></p>	<ul style="list-style-type: none"> • Parish Accountant: <ul style="list-style-type: none"> • Bank Offertory fortnightly. • Carry out all Parish Finance Responsibilities as Bookkeeper. • Collate the Parish One Card Receipts, Cheques, Invoices, and capturing into AIQ. • Records the Mass Bookings - make money ready for banking. • Reconciles the Parish Accounts monthly. • The Parish AIQ - Capturing. • Counting. • Parish Gift Aid Coordinator: <ul style="list-style-type: none"> • Carries out the Duties of the Parish Gift Aid Coordinator. • Make the Gift Aid entries. • Envelopes. • Dona Cashless Machine. • Direct Debit. • Other. • Other Duties: <ul style="list-style-type: none"> • Empties the Wall Donations - Poor Boxes, Parish, Candles, Papers, etc once a month - make money ready for banking. • Enter the Mass Bookings and Prepare the Monthly Mass Stipend.
<p style="color: red; margin: 0;">Nicola Jones</p> <p>Treasurer 1:</p> <p>— — — —</p> <p style="color: red; margin: 0;">Official Email: Nicola Jones Streatham Hill Finance Treasurer: <u>streathamhilltreasurer@rcaos.org.uk</u></p>	<ul style="list-style-type: none"> • AIQ entry of Automated - Direct Debit. • AIQ entry of Income: Banked Offertory; Direct debit; Mass Booking; Dona Cashless, etc • Prepares Foundation Mass Annual Rota. • Offertory Collection, Counting and Records. <p>Other Duties:</p> <ul style="list-style-type: none"> • Takes the Minutes at the Meetings. • Coordinate the Saturday Vigil Collection. • Coordinate Offertory Counting Fortnightly - on the Second Sunday of the month. • Steward at the Saturday Vigil. • Manage the Dead list; Mange The Holy Soul's Chapel names and data.

Gaius Ezembaukwu

Treasurer 2:

Official Email:**Gaius Ezembaukwu****Streatham Hill Finance Treasurer 2:****streathamhilltreasurer2@rcaos.org.uk**

- AIQ entry of Expenditures: Cheques.

Other Duties:

- Manage the Weekend Hall Rental.
- Act as Pastoral Assistant.
- Arrange and Catalogue the Parish Financial Document in the Administrative Office and Storerooms.
- Arrange and Catalogue the Pastoral Sacramental Documents.

Members of the Parish Extended Finance Committee**Offering Collectors:**

- 1.) 5.30pm: **Nicola Jones, Mary Abreu**
- 2.) 9.30pm: **Pat Bryson and Michael O 'Keeffe**
- 3.) 11am: **Cecilia McPherson, Dura Karim, Doussou Diabate**

Collection Counters:

- 1.) **Group one:** Nicola Jones, Val Glew, Paul Hutchinson, Pat Bryson
- 2.) **Group two:** Doussou Diabate, Cecilia Diawuoh, Dura Karim

Bankers:

- 1.) **Appointed Persons**

Volunteer Parish Hall Caretaker:

- 1.) **Gaius Ezembaukwu**

Volunteer IT Manager and Parish Operations

- 1.) **Pooya Mohammadi**

Parish Senior's Council:

Made up of Recipients of the Parish Benemerenti and Fideliter Servienti Awards:

- 1.) **Cecilia McPherson**
- 2.) **Alan Quinn**
- 3.) **Michael O 'Keeffe**
- 4.) **Eileen O 'Keeffe**
- 5.) **Nicola Jones**
- 6.) **Paul Hutchinson**
- 7.) **Maureen Ryan**
- 8.) **Mary Veerapen**
- 9.) **Duramani Karim**
- 10.) **Teresa Dempsey**

Internal and External Mission - Leads

Parish Safeguarding Rep:

Sharon Skinner

Parish Catechesis Lead:

Kasia Godet

Parish Adult Formation Lead:

Gaius Ezembaukwu

Parish Evangelisation Lead:

TBC

Events Lead:

- 1.) Sharon Skinner
- 2.) TBC
- 3.) TBC

Parish Marriage and Family Life Leads:

- 1.) Mary & Karl Meekings

Parish Rep to our Catholic Schools:

- 1.) Kelly Breslin

Commission for Catholic Education:

- 1.) Mary Meekings - *School Governor*

Missio Parish Lead:

- 1.) Thomasia Azavedo

Parish Historian:

- 1.) Katie Hickman

Parish Photographer:

- 1.) Sharon Skinner
- 2.) TBC

Parish Voice Recorder:

- 1.) River Burton
- 2.) Steven Raman

Southwark Metropolitan Tribunal - Auditors (From the Parish):

- 1.) David Wingfield
- 2.) Katie Hickman

Faith Formation

Children's Liturgy Catechists:

- 1.) Ana Maria Mendes Pereira
- 2.) Mary Meekings
- 3.) Claudia Benschop
- 4.) Isobel Burlington

First Holy Communion Catechists:

- 1.) Teresa Dempsey
- 2.) TBC

Confirmation Catechists:

- 1.) Kasia Godat
- 2.) TBC

RCIA Catechists:

- 1.) Fr Valentine
- 2.) TBC

Marriages Catechists:

- 1.) Fr Valentine
- 2.) TBC

Catechist's Catechist:

- 1.) Eugene Onobhayedo

Parish Student in Training: (Archbishop Certificate Course for Catechists)

- 1.) Eugene Onobhayedo

Parish Ongoing Students in Training: (Archbishop Certificate Course for Catechists)

- 1.) Ana Maria Mendes Pereira
- 2.) Paul Moreira
- 3.) Annalisa Fernandes

Safeguarding Positions - Streatham Hill

Name	Position in the Parish
Father Valentine Erhahon	Parish Priest
Sharon Skinner	Safeguarding Rep
Gaius Ezembaukwu	Pastoral Assistant
Teresa Dempsey	FHC Catechist
Kasia Godet	Confirmation Catechist
Ana Maria Mendes-Pereira	Children's Liturgy Catechist
Mary Meekings	Children's Liturgy Catechist
Claudia Daphne	Children's Liturgy Catechist
Isobel Burlington	Children's Liturgy Catechist
Annalisa Fernandes	Previous Catechist
Paulo Moreira	Previous Catechist
Eugene Onobhayedo	Catechist's Catechist
Samson Ekabo	New Sacristan
Sharon Eboigbe	New Safeguarding Rep
Asaba Yiggon	New Catechist
Mary Abreu	Sacristan
Marie Beche	New Sacristan
Laura Preti	Previous Children's Catechist
Paul Hutchinson	Sacristan
Martindecruz Victorselvaraj	Sacristan