

Holy Cross, Topsham: Rotas

Rotas are required for Welcomers, Readers, Tea and Coffee Makers, Bidding Prayer Originators and Flower Arrangers for each month of the year.

The rotas are originated every 2 months using the volunteers available for each role. The roster maker should e-mail all the volunteers on the Welcomers, Readers, Tea and Coffee makers and Bidding Prayer Originators lists during the first week of, say, February asking which of the Sundays in the following 2 months (March and April) they would be available to attend Sunday Mass and ask them to reply quickly, within 2 weeks. By the 3rd week of the month, the rosters can be originated for the following 2 months (March and April in this case) and sent to everybody on the volunteers lists (using blind copy e-mails for security reasons). This process is repeated during the first week of April, June, August, October, and December.

A similar procedure is used for the flower arrangers. They are asked at, for example, the beginning of February, which of the Saturdays during the following 2 months (March and April) they would be available. Flower arrangers cover a two-week period each and normally work as a team of two.

Two copies of each rota are printed and displayed i) on the noticeboard at the back of the church and ii) on the magnetic noticeboard in the Lower Room.

If a volunteer finds they cannot fulfil their duty, be it for sickness or some other reason, it is their responsibility to arrange a swop with somebody else on the list. The contact details of the other volunteers on a particular list can be found from the Volunteers Contact list to which all volunteers have access.

March 2025