



Using the St Alipius WhatsApp Groups

The St Alipius parish communities of Ballarat East (St Alipius church) and Buninyong (Ss Peter & Paul church) strive to be faith-filled communities who support and nurture each other and are welcoming to those who seek to be part of our communities.

These Guidelines are written to ensure that the St Alipius WhatsApp Liturgy Ministry groups meet the needs of communication between people involved in the relevant ministries and ONLY for liturgy ministry communications.

When participating in the WhatsApp Liturgy Ministry groups members should ensure that

- The groups are only used for the following purposes:
 - Advise when you are not available for a rostered Mass
 - Volunteer to fill the gap created at a Mass
 - Team Leaders to promote Training sessions
 - Team Leaders to promote Ministry group gatherings
 - Those involved in the liturgy ministries to respond to training sessions or group gatherings
- All comments are positive and helpful;
- any comments made do not bring the communities or members into disrepute;
- any comments made are not disparaging, harassing or discriminatory;
- the app is not used to treat others unfairly or inappropriately;
- the app is not used as a personal social media outlet or to promote personal activities;
- only the Liturgy Coordinator or Team Leaders invite people to join the relevant groups.

POSTING OR RESPONDING TO AN UNAVAILABILITY

If you become unavailable for a rostered Mass, please follow these instructions:

- Post your unavailability in the relevant WhatsApp group stating the date, Mass time and church.
- Try to make your posting by Wednesday of the weekend of your unavailability.
- Check back on WhatsApp regularly and respond to any/all those who volunteer to take your place.
- Organise your replacement and confirm the replacement in the App so that the Team Leader can see that the vacancy is resolved.
- If there are no volunteers, the Team Leader may make other approaches to those in the ministry and will make a post in the WhatsApp regarding the outcome.

RESPONDING TO TRAINING AND GROUP GATHERINGS

When responding to an announcement for Training or Group Gatherings, please follow these instructions:

- By all means use the WhatsApp Group to respond and affirm your involvement in the activity (or not).
- If you are intending to attend the activity,
 - o please visit the SAP Liturgy website (<https://sapliturgy.net.au>)
 - o click on the “Register for Mass & Parish Events” menu item
 - o select the activity in the calendar
 - o complete the details in the form.

PROMOTING THE LITURGY MINISTRIES

If a member of the liturgy ministries identifies someone who would like to be involved in any of the ministries, you are to contact the relevant Team Leader or the Liturgy Coordinator so that training and involvement can be commenced. When these people are suitably trained/ready to participate, the Liturgy Committee will invite them to join the relevant WhatsApp group(s).

GUIDELINE BREACHES

The WhatsApp Liturgy Ministry Groups are moderated by the St Alipius Parish Liturgy Coordinator and the relevant Team Leaders. If anyone notices breaches of these guidelines please send an email to the Liturgy Coordinator at **ballarateastliturgy@ballarat.catholic.org.au**