

# PARISH OF THE IMMACULATE CONCEPTION

HENLEY HOUSE, 12 CAUSEWAY  
BICESTER OX26 6AW

## **Regular Adult Parish Volunteer and Rota Form**

You have kindly agreed to volunteer as a *Catechist/Welcomer/ Reader/ Extraordinary Minister of Holy Communion/ Musician/ Choir Member/ Cleaner/ Flower Arranger/Offerings collector/Sacristan.*

Other.....or PTO

Please insert your details on the form below, so that we are able include you on the rota and contact you if necessary. By completing and submitting this form you agree to your personal details being shared with other parish volunteers on this rota as necessary, with the Parish Priest and with the co-ordinator for this rota, who is Parish Secretary and who can be contacted by phone on **01869 253 277 or by email at [admin@immaculate-conception.org.uk](mailto:admin@immaculate-conception.org.uk)**

**Name** .....

**Contact Number**.....

**Email**.....

**Signed**..... **Date**.....

### **Privacy Notice**

The parish is committed to ensuring that information we hold about you is properly and securely held in accordance with the law. You can find out more from our Privacy Notice, which is available on the diocesan website at: <https://www.birminghamdiocese.org.uk/privacy-policy>. It is in the legitimate interests of the parish to hold this information about you while you volunteer in this role, as a rota is necessary. We ask other volunteers on this rota to treat the information on the rota as confidential. We will not share your information with any other body unless required to do so by law. We will update your information whenever you wish us to do so - please contact the co-ordinator for this rota, whose details are above. We will securely destroy the information which we hold about you on request or when you inform us that you no longer want to volunteer for this role. The parish is part of the Archdiocese of Birmingham, registered charity number 234216.

*Please tick*

- ALTAR SERVER
- BAPTISMS
- CHILDRENS LITURGY
- CHOIR MEMBER
- CHURCH CLEANER
- COFFEE TEAM 11AM
- COFFEE TEAM 9AM
- EXTRAORDINARY MINISTER
- FLOWER TEAM
- GARDENER
- HOME VISITS
- JP II VOLUNTEER
- OFFERING COLLECTOR
- PIETY SHOP VOLUNTEER
- RCIA
- READER
- SACRAMENTAL PROGRAMME
- SACRISTAN
- TRADECRAFT
- WARDEN
- WELCOMER
- YOUTH GROUP
- OTHER

*Privacy Notice*

*By completing the above you agree that the information contained can be entered in the parish records. All information is treated in confidence, will be kept safe and is used only for the purposes for which it has been provided. We comply with the Data Protection Act and no information will be passed to third parties without your consent.*