

ST. PATRICK'S CHURCH
Volunteer Ministry Position Description
Liturgical Hospitality Coordinator



Overview

The gathering of the People of God for mass and other liturgies is a most visible sign of the Body of Christ. Under the direction of the Pastor, the Liturgical Hospitality Coordinator supports the Liturgical Hospitality Ministers in their role of welcoming the members of the Body and in serving the liturgical life of the parish.

Activities/Responsibilities (list may be adapted as locally appropriate)

- Recruits, trains, coordinates and supervises Liturgical Hospitality Ministers
- Ensures scheduling of Hospitality Volunteers for regular and special liturgical celebrations
- Maintains contact lists of Hospitality Volunteers and submits changes promptly to PVSC
- Attends Liturgical Committee meetings as needed or requested
- Attends meetings of Ministry Coordinators as requested by the Pastor or Pastoral Council
- Ensures Hospitality Ministers are fully trained, including for emergencies

Skills, Experience, Personal Traits and Qualifications

- Must be at least 18 years of age and a volunteer in the parish for at least one year
- Is a fully initiated Catholic who actively participates in parish worship and life
- Is recognized in the parish as a person of good reputation
- Is skilled in group process, interpersonal communication, collaboration and organization
- Pays close attention to liturgical and administrative detail
- Is already a competent Hospitality Minister with the relevant skills, traits and qualifications
- Helpful, supportive, non threatening and can maintain strict confidentiality
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum

Working Conditions

- This _____ year (renewable) term requires _____ hours per week/month
- First level support and supervision is from the Pastor and/or Pastoral Team
- Training provided by the previous Liturgical Hospitality Coordinator

Screening Checklist for this Low Risk Position at St. Patrick's Church

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- Training and orientation
- Supervision, periodic evaluations and participant follow-ups

Parish Volunteer Screening Coordinator

Pastor

Date _____

RC Bishop of Calgary- Rev. February, 2013