

ST. PATRICK'S CHURCH

Volunteer Ministry Position Description

Liturgical Hospitality Ministers - Greeters & Ushers



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 Liturgical Hospitality Coordinator, Greeters & Ushers serve that Body by helping to establish a climate of welcome, helpfulness and order for those gathered. They assist the assembly so that the Liturgy and Sacred Rites can be celebrated with ease and grace.

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

- Arrives early to ensure that the Church is presentable and welcoming
- Dresses appropriately for this public ministry and wears a name tag
- Welcomes all people, with special attention to newcomers, children, elderly and special needs
- Offers information or assistance on the parish, the liturgy, the facilities, parish registration, etc
- Hands out hymnals, receives collections and seats late arrivals and persons with disabilities
- Ensures that people have been designated to present the gifts
- Responds appropriately to particular needs or emergencies
- Attends training sessions as required
- Directs the Communion procession and assists with the departure of the assembly
- Participates fully in the liturgy and carries out other functions as requested by the Pastor

***If directing children to the washroom or securing collection money in the Sacristy, the Two Adult Rule should be exercised.**

Skills, Experience, Personal Traits and Qualifications

- Should at least be confirmed and fully competent to carry out all aspects of this ministry
- Fully initiated Catholic who participates in parish work and life
- Collaborates well and enjoys working with others as a team
- Has a helpful, supportive and non threatening attitude when working with people
- Knows basic parish procedures such as new member sign up and office contacts
- Knows emergency procedures and phone numbers
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and diocesan standards of care

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

- Completion of Agreement to Code of Conduct and a Volunteer Information Form
- Training and orientation
- Supervision

Parish Volunteer Screening Coordinator

Pastor

Date _____

RC Bishop of Calgary- Rev. February, 2013