



Our Lady of Perpetual Help
Fiat Voluntas Tua

JOB DESCRIPTION:

Hospitality Volunteer

GOAL OF POSITION

We are all called to serve each other, and to love our neighbours as ourselves. Hospitality Volunteers serve the Liturgy, as Greeters or Ushers, by helping to establish a climate of welcome, helpfulness and order among those gathered. They assist the assembly with practical details so that the Liturgy and Sacred Rites can be celebrated with ease and grace. Hospitality Volunteers may serve the parish through social and community building events, as well.

RESPONSIBLE TO

Hospitality Ministry Leader, Ministry Liaison - Community Building, and the Pastor

JOB DESCRIPTION

The Hospitality Ministry Volunteer will be responsible for:

- 1. Arriving 30 minutes before Mass*
- 2. Ensuring the church and restrooms are clean and presentable*
- 3. Greeting and directing both visitors and regular parishioners as they enter the Church, attending especially to children, elderly, and those with Special Needs*
- 4. Offering information about the parish the Liturgy, the facilities, parish registration procedures, location of restrooms, special events and seating arrangements*
- 5. Welcoming and seating latecomers at an appropriate time during the Liturgy*
- 6. Selecting and directing parishioners as Gift Bearers*
- 7. Collecting offerings and bringing the collection up when the gifts are presented in order to ensure its security*
- 8. Assisting with planning and coordinating social and community building events 3 - 4 x per year*
- 9. Attending training and formation events for Hospitality Volunteers, as required*

TIME REQUIRED

Time commitment for Greeters and Ushers may be 1 - 2 hours per month.

Time commitment for other Hospitality Volunteers associated with social or community building events will depend on the frequency and nature of the events planned by the Ministry as a group.

(approximately 1 hour/week)

LENGTH OF COMMITMENT

1 year, renewable



Our Lady of Perpetual Help

Fiat Voluntas Tua

TRAINING PROVIDED

Standard parish orientation, leadership, and ministry-specific training provided by Pastor and Hospitality Ministry Leader.

QUALIFICATIONS AND SPECIAL SKILLS

The Hospitality Volunteer:

- 1. Is an active member of OLPH Parish*
- 2. Has a desire to serve the community and to commit time and talents to this ministry*
- 3. Is honest, dependable and can maintain strict confidentiality*
- 4. Is able to collaborate well with others and enjoys teamwork*
- 5. Has a helpful, supportive and non-threatening attitude when working with people*
- 6. Is comfortable with being accountable and is sensitive to the observance of proper boundaries.*
- 7. Has a spirit of generosity*
- 8. Demonstrates humility and a willingness to continue to develop*

BENEFITS TO THIS POSITION

We are all called together as the Body of Christ in the Church. When we create an atmosphere and philosophy of welcoming one another, we build the Body of Christ. You will come to know our community and deepen your connection with the OLPH family. You will deepen your faith through your service, and through volunteer training and formation.