

MINISTRY POSITION DESCRIPTION

PARISH	OUR LADY OF THE ANGELS
Name of Group / Ministry	Gift Bearer
Accountability	Pastor or Ministry Coordinator
Purpose of Ministry	Participation in the celebration of the Eucharist by presenting the gifts at the offertory
Participant Group	Parish congregation
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Attend Mass as per schedule ▪ Present gifts during offertory ▪ Inform coordinator if unable to attend
Skills and Qualifications	Member of the parish in good standing
Time Commitment	Mass as per schedule
Duration	Not applicable
Orientation and Training	Provided by the Pastor or Ministry Coordinator
Support	Pastor and Ministry Coordinator
Supervision	During Mass
Evaluation	Not applicable
Position Level	GENERAL TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete form A ▪ Receive Volunteer Guidelines ▪ Sign Volunteer Covenant ▪ Orientation and training as required

Date approved: _____	Dates Reviewed: _____ / _____ / _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Sample