

## MINISTRY POSITION DESCRIPTION

<b>PARISH</b>	<b>OUR LADY OF THE ANGELS</b>
<b>Name of Group / Ministry</b>	<b>Gift Bearers Coordinator</b>
<b>Accountability</b>	Pastor or Parish Team
<b>Purpose of Ministry</b>	Schedule volunteers to present the Gifts at Mass
<b>Participant Group</b>	Gift bearer volunteers
<b>Activities and Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Publish a schedule several times a year and distribute to volunteers</li> <li>▪ Contact volunteers if there is a scheduling problem or changes</li> <li>▪ Provide written instruction for the volunteers with the proper procedures</li> <li>▪ Recruitment of new volunteers as required</li> <li>▪ Consult with pastor about the needs of this ministry</li> </ul>
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Knowledge (some) of the Liturgy</li> <li>▪ Good communication, interpersonal and organization skills</li> <li>▪ Dependability</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>• Time required to prepare and distribute a schedule several times a year</li> <li>• Time for occasional meetings with pastor and recruitment</li> </ul>
<b>Duration</b>	1 ( # ) year renewable
<b>Orientation and Training</b>	Provided by pastor, incl. Guidelines for Volunteers
<b>Support</b>	Parish team
<b>Supervision</b>	Pastor
<b>Evaluation</b>	Yearly by pastor or parish team
<b>Position Level</b>	GENERAL TRUST
<b>Screening Procedure</b>	<ul style="list-style-type: none"> <li>▪ Receive a position description</li> <li>▪ Complete form A</li> <li>▪ Receive Volunteer Guidelines</li> <li>▪ Sign Volunteer Covenant</li> <li>▪ Orientation and training as required</li> </ul>

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

Sample