

Volunteer Ministry Position Description

Volunteer Ministry Position: Grades 1-6 Family Faith Night Hospitality Team Member

Purpose: To foster an environment of welcome and hospitality before and during the Family Faith Nights.

Responsible to: Faith Formation Resource Coordinator

Responsibilities:

- Arrive 20-30 minutes early to make sure all refreshments/materials are set up.
- Greet and check in parents as they arrive and help them feel welcome and comfortable during Family Faith Nights.
- Help parents get seated at appropriate tables, especially during the first few sessions of Family Faith Nights.
- Refill refreshments during the session as needed.
- Help direct parents, catechists, classroom assistants, and children during transition time to the correct tables.
- Clean up refreshments and materials after the session is over.

Qualifications/Skills:

- Friendly and welcoming
- Prompt, reliable, organized, flexible, and patient.
- Model faithful service

Time Required:

- Assist monthly during the Family Faith Nights, 1.25 hour sessions per year, plus 20-30 minutes before and 15 minutes after each session

When and Where: Tuesdays 6:00 – 7:15 pm or Wednesdays 5:00 – 6:15 or 6:45 – 8:00 pm, in Regan Hall.

- 2016-2017 Dates:
 - October 4/5
 - December 6/7
 - January 10/11
 - March 7/8
 - April 4/5

Training/Support Provided:

- Clear directions for duties and each project on which you are expected to work
- Personal and professional support of the coordinator regarding your questions, ideas, etc.

Length of Commitment: October through April