

Volunteer Position Description

(Sample Format – Parish Name)

Name of Group/Ministry	Extraordinary Eucharistic Minister to the Sick
Accountability	<i>Parish team and coordinator</i>
Purpose of Ministry	<i>Bring the Eucharist and the prayerful support of the parish to the infirm and shut-ins</i>
Participant Group	<i>Infirm and shut-ins</i>
Activities and Responsibilities	<i>Meet with the infirm and the shut-ins in their homes (or nursing homes). Follow the schedule provided and find a replacement when unable to fulfill duties. Inform coordinator of visits. Maintain confidentiality.</i>
Skills and Qualifications Required	<i>Baptized, practicing Catholic Patient and dependable. Good listening skills.</i>
Time Commitment/ Duration	<i>Two hours per week as per schedule. Two year term, renewable.</i>
Orientation/ Training	<i>Provided by parish team and/or coordinator. Experienced volunteers bring new volunteer along during visits. Annual training workshop.</i>
Support/ Supervision/ Evaluation	<i>Parish team and coordinator. Random calls to participants. Review annually.</i>
Risk Assessment	<i>High Risk</i>
Screening Procedures	<i>Provide a Position Description Form. Fill out necessary forms. Interview Reference checks Police record checks Orientation and training Supervisory checks and evaluations</i>

Date Approved: _____ Date Reviewed: _____

Ministry Leader: _____

Parish Screening Committee Member: _____

Pastor: _____

Volunteer Position Description

(Sample Format – Parish Name)

Name of Group/Ministry	Collection Counters
Accountability	<i>Pastor</i>
Purpose of Ministry	<i>To count money from Mass collections and to record envelopes</i>
Participant Group	<i>Parish</i>
Activities and Responsibilities	<i>Two or more individuals per team.</i> <i>Count money from weekly collections.</i> <i>Record envelope contributions on appropriate ledgers.</i> <i>Make up deposit slips and prepare cash for deposit.</i>
Skills and Qualifications Required	<i>Accounting skills.</i> <i>Able to work as part of a team.</i> <i>Honesty and confidentiality.</i>
Time Commitment/Duration	<i>Two hours per week, as per schedule.</i> <i>Two year term, renewable.</i>
Orientation/Training	<i>Provided by the Pastor.</i>
Support/Supervision/Evaluation	<i>Pastor.</i> <i>Review annually.</i>
Risk Assessment	<i>High Risk</i>
Screening Procedures	<i>Provide a Position Description Form.</i> <i>Fill out necessary forms.</i> <i>Interview</i> <i>Reference checks</i> <i>Police record checks</i> <i>Credit check.</i> <i>Orientation and training</i> <i>Supervisory checks and evaluations</i>

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Parish Screening Committee Member: _____

Pastor: _____

Volunteer Position Description

(Sample Format – Parish Name)

Name of Group/Ministry	Catechist
Accountability	<i>Parish team and coordinator</i>
Purpose of Ministry	<i>Provide children and youth with catechetical instruction.</i>
Participant Group	<i>Children and youth; ages 6-14</i>
Activities and Responsibilities	<i>Grade by grade presentation of Catholic teaching in a classroom setting. Sacramental preparation. Plan and implement parish program. Follow schedule and inform coordinator if unable to attend.</i>
Skills and Qualifications Required	<i>Baptized, practicing Catholic Work well with children. Good communication, interpersonal and organizational skills. Imaginative and creative.</i>
Time/ Commitment/ Duration	<i>Two hours per week. Two year term, renewable.</i>
Orientation/ Training	<i>Provided by parish team and/or coordinator. Periodic ongoing training provided by coordinator.</i>
Support/ Supervision/ Evaluation	<i>Parish team and coordinator. Periodic visits by parish team and/or coordinator. Review annually.</i>
Risk Assessment	<i>High Risk</i>
Screening Procedures	<i>Provide a Position Description Form. Fill out necessary forms. Interview Reference checks Police record checks Orientation and training Supervisory checks and evaluations</i>

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Ministry Leader: _____

Parish Screening Committee Member: _____

Pastor: _____

Volunteer Position Description

(Sample Format – Parish Name)

Name of Group/Ministry	Ushers
Accountability	<i>Parish team</i>
Purpose of Ministry	<i>To help keep the parish organized during Mass.</i>
Participant Group	<i>Parish congregation during Mass.</i>
Activities and Responsibilities	<i>Seat people when church is becoming full. Guide people to Communion. Collect donations. Organize the offertory procession. Distribute the bulletin.</i>
Skills and Qualifications Required	<i>Patience Good interpersonal skills. Follow dress code.</i>
Time Commitment/Duration	<i>One mass per week as per schedule.</i>
Orientation/Training	<i>Provided by the parish team. At the start of duties and once per year.</i>
Support/Supervision/Evaluation	<i>Parish team.</i>
Risk Assessment	<i>Low Risk</i>
Screening Procedures	<i>Provide a Position Description Form. Fill out necessary forms. Orientation and training</i>

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Ministry Leader: _____

Parish Screening Committee Member: _____

Pastor: _____