

HOSPITALITY MINISTRY TEAM VOLUNTEERING OPPORTUNITIES

FOR MORE INFORMATION OR TO SIGN UP:

Contact JOHN BONDYRA

514-695-7896 or bondyrajohn@gmail.com

- GREETERS
 - PARKING LOT ASSISTANCE CREW
 - FIRST AID/FIRST RESPONDER
 - HOSPITALITY TEAM COORDINATOR/MANAGER
- USHERS
 - SNOW CLEARING CREW
 - HALL BEVERAGE & SNACK TEAM (after masses)

Thank you for your interest in supporting the parish in creating a warm, welcoming, inviting and supportive atmosphere, whereby we can grow into closer relationship with Christ, and with each other!

Below you will find a breakdown of the qualities & duties related to each volunteering role:

GREETERS: (ages 16+)

Qualities: warm, kind, friendly, helpful, sensitive, calm, using discretion when needed.

Duties:

- Arrive 30 minutes before mass starts.
- Ensure narthex is orderly & clear, masks and hand sanitizer dispensers are ready as needed.
- Greet people upon arrival by extending a warm welcome and make eye contact.
- Endeavor to get to know people's names if possible as time goes on.
- Make an effort to recognize newcomers and introduce yourself.
- Offer newcomers parish information packets/booklets to enable them to get familiar with all that the parish offers.
- Dispense hand sanitizer and/or masks as needed or requested.
- After mass, be in the narthex to distribute bulletins or flyers, and wish people a good day/week.

USHERS: (ages 18 +)

Qualities: dependable, observant, reverent, warm, friendly, show discretion, helpful

Duties:

- Arrive 30 minutes before mass starts.
- Ensure church and pews are neat and orderly, that donation baskets are ready and that bulletins/flyers or notices are orderly and ready for distribution.
- Stand at the back of the church to warmly greet parishioners and offer assistance as needed.
- Help foster a sense of community & belonging.
- Help individuals or families find seats, paying special attention to the elderly or disabled to ensure that they are comfortable and safe.
- Arrange for there to be some people willing to help in doing the collection at the appropriate time(s) during mass.
- Guide the communion procession as needed (especially during the high masses of the liturgical year).
- Keep a watchful eye on the congregation to address any medical emergencies, disruptive behavior or safety hazards.
- Handle all situations discretely and respectfully.
- After mass, hand out bulletins and offer goodbyes & well wishes.
- Walk through the church to tidy up the pews and locate lost or forgotten items that may have been left behind.

PARKING LOT ASSISTANCE/SNOW CLEARING CREW: (ages 14+)

Qualities: eagerness to help, patience, willing to be outside in bad weather, gentle, anticipate who might need help, concern for safety.

Duties:

- Arrive 30 minutes before mass starts.
- Clear the snow from the stairs or walkway into the church if there is an accumulation. Salt any ice if needed.
- Remove any hazards or obstacles you find in the parking lot, stairs or entryway
- Monitor people arriving at church and spot people/families that may need physical assistance to navigate their way through the snow & ice, up the stairs, or into the church.
- In rainy weather, be there with an umbrella for those people that are caught without one. Escort them from their car to the church doors.
- Open car doors for people being dropped off in front of the church and help up the stairs as needed.
- Be available after mass for up to 30 minutes to offer people help getting back to their cars.
- In snowy weather, clear the snow off the cars parked in the handicapped spots so that they are cleared for people when they leave mass.

FIRST AID/FIRST RESPONDER:

Qualities: CPR trained, have a health care background, know basic first aid, clinical calmness, situational awareness, gentleness, humility.

Duties:

- Be willing to be called upon in the event of a medical emergency at mass or church function.
- Know where the location of first aid kits, defibrillators, or other medical devices the church may have on hand.
- Advise the ushers where you will be sitting so that they can easily find you if needed.
- Sign up with the parish ahead of time, outlining any professional skills or designations you may have, and to let us know any specialized abilities you may have.

HALL COFFEE, BEVERAGE & SNACK TEAM: (age 14+)

Qualities: friendly, approachable, willingness to meet and engage with people, organized, enjoy being a host/hostess, detail oriented, attention to food safety.

Duties:

- Arrive 30 minutes before mass.
- Prepare service counters with all the coffee machines, beverages, cups, napkins, etc. , and that all is clean & prepped.
- Ensure that coffee, hot water, and snacks are ready for serving immediately after mass ends.
- Be hygiene conscious and use excellent food safety protocols.
- Engage with people seemingly alone, and introduce them to other parishioners if possible.
- Clean up the counters/equipment/dishes/put away leftovers at the end of the beverage service (usually occurs 30 minutes after mass ends).

HOSPITALITY MINISTRY TEAM COORDINATORS/MANAGERS:

Qualities: - very organized, good people & supervisory skills.

Duties:

- Oversee the smooth operation of all the hospitality ministry teams.
- Managers needed on hand for individual masses, and some managers needed for overall coordination of hospitality ministry team outside of mass times.
- Coordinate scheduling of volunteers.
- Troubleshoot replacements as needed if scheduled volunteers can't make it at their scheduled assignment.
- Assist in training volunteers in their assigned roles.
- Ensure that volunteers are performing their roles effectively, earnestly and with care at every mass.
- Troubleshoot any issues that may arise and cause gaps in the service & care we aim to provide parishioners.