

Religious Articles Vendor

➤ Overview

The Religious Articles Vendor sells religious articles and books at the parish during scheduled hours.

➤ Activities/Responsibilities

- Sells religious articles during scheduled hours.
- Arrives promptly and stay until shift is completed.
- If unable to attend as scheduled, contact another Religious Articles Vendor or the Pastor to arrange alternate coverage.
- Assist arrangement of religious articles in display cabinet and ensures the display cabinets are always tidy.
- Assists customers in purchasing and making change.
- Is responsible for keys and pass codes for all cabinets and storage areas pertaining to religious articles for sale.
- Counts cash at beginning and end of shift, ensuring that funds and sales are balanced.
- Keeps a record of all purchases for the purpose of assisting with inventory.
- Provides a monthly report to Religious Articles Purchaser.
- Communicates any issues that arise to Religious Articles Purchaser regarding parishioners' requests and/or concerns.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

➤ Skills, Experience, and Qualifications

- Is registered with the parish.
- Must be at least 18 years of age.
- Has basic skills in dealing with money and banking.
- Has good organizational and record keeping skills.
- Retail experience is an asset.
- Is familiar with the religious articles being sold at the parish.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is able to work under pressure with patience and flexibility.
- Is honest, trustworthy and dependable.
- Has the proper respect and reverence for religious articles and their spiritual meaning.
- Has the ability to work independently or as part of a team.

➤ **Orientation and Training**

Standard Parish orientation program and training provided by previous Religious Articles Vendor.

➤ **Participant Group**

Parishioners and other Religious Articles Vendors.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

___ year term.

➤ **Benefits and Working Conditions**

Will further develop retail skills.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Will have access to private storage areas and parish property, etc.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a High risk position.

Completion of a Volunteer Information Form is required.

An interview and personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Religious Articles

Vendor currently practiced at _____
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

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