



Ministry Position: Liturgical Hospitality Coordinator

Date Last Reviewed: July 2019

◆ Position Overview

Under the direction of the Pastor, the Liturgical Hospitality Coordinator supports the Liturgical Hospitality volunteers in serving the liturgical life of the parish.

◆ Activities/Responsibilities

- Be an active Liturgical Hospitality volunteer
- Maintain a contact list of Liturgical Hospitality volunteers (includes Ushers & Greeters, Liturgical Environment Planners, etc.)
- Ensure any changes in the list of Liturgical Hospitality volunteers are communicated promptly to the Parish Volunteer Screening Committee
- Arrange scheduling for Ushers & Greeters for all liturgical celebrations
- Recruit Liturgical Hospitality volunteers
- Train and supervise Liturgical Hospitality volunteers, as supported by the Office of Formation for Discipleship
- Attend Liturgical Committee meetings as needed
- Participate fully in the Liturgy as an exemplary member of the assembly
- Respond appropriately to particular needs or emergencies within the assembly
- Carry out other functions as requested by the Pastor and/or Pastoral Team
- Attend meetings of Ministry Coordinators as requested by Pastoral Council

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:
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◆ Skills, Experience and Qualifications

- Fully initiated member of the Catholic Church, in good standing with the Church, Pastor and community



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- Must have at least 3 years' experience as a Liturgical Hospitality volunteer
- Recognized within the parish community as a person of good reputation
- Has the ability to work with others as a team
- Has good organizational skills
- Skilled in group process, interpersonal communication and collaboration

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Honest, dependable and can maintain strict confidentiality
- Able to collaborate well with others and enjoys teamwork
- Has a helpful, supportive and non-threatening attitude when working with people
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Pays close attention to detail
- Demonstrates a spirit of generosity

◆ **Screening Requirements**

This is a High Risk Position

Note: This position can be General Risk if:

- NO minors under 18 or other vulnerable community members participate
- Volunteers DO NOT handle money
- Volunteers DO NOT have access to parish keys or other parish assets

An asterisk (*) identifies all High Risk screening requirements.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked*
- Complete a Police Information Check *
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years*
- Participant follow-ups may be conducted*

◆ **Orientation and Training**



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Standard parish orientation program, including AODA training, and training provided by the previous Liturgical Hospitality Coordinator. Training in CPR and First Aid is very important

◆ **Participant Group**

Liturgical Hospitality volunteers, the parish community.

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One-year term with the ability to renew (*High Risk)

_____ year term with the ability to renew (General Risk)

◆ **Benefits and Working Conditions**

- Will have a direct impact on the liturgical experience at the parish.
- Will further develop social and hospitality skills.
- Will further develop leadership and organizational skills
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Liturgical Hospitality Coordinator** currently practised at, _____ Parish.

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Pastor's Signature	Parish Volunteer Screening Coordinator's Signature	Date
PASTOR NAME	COORDINATOR NAME	



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Prepared by: Archdiocese of Toronto, Volunteer Screening Department