



2023

Sacred Heart Church

# SACRED HEART VOLUNTEERS

*Hospitality Member*

[sacredheartcalgary.ca/ministries](https://sacredheartcalgary.ca/ministries)

# Position Description for Hospitality Volunteer

## Reports to

Pastor and Volunteer Coordinator

## Overview

The gathering of the People of God for mass and other liturgies is a most visible sign of the Body of Christ. Under the direction of the Liturgical Hospitality Coordinator, Greeters & Ushers serve that Body by helping to establish a climate of welcome, helpfulness and order for those gathered. They assist the assembly so that the Liturgy and Sacred Rites can be celebrated with ease and grace.

- This \_\_\_\_\_ year (renewable) term requires \_\_\_\_\_ hours per week/month
- First level support and supervision is from the Pastor and/or Pastoral Team
- Training provided by the previous Liturgical Hospitality Coordinator

## Responsibilities

- Arrives early to ensure that the Church is presentable and welcoming
- Dresses appropriately for this public ministry and wears a name tag
- Welcomes all people, with special attention to newcomers, children, elderly and special needs
- Offers information or assistance on the parish, the liturgy, the facilities, parish registration, etc
- Hands out hymnals, receives collections and seats late arrivals and persons with disabilities
- Ensures that people have been designated to present the gifts
- Recruitment of family hospitality teams, allowing children to get involved, particularly greeting peers, children and youth
- Recruitment of married couples who welcome younger couples i.e. recently married, dating and engaged
- Responds appropriately to particular needs or emergencies
- Attends training sessions as required
- Directs the Communion procession and assists with the departure of the assembly
- Identifies who is isolated and needs further attention
- Participates fully in the liturgy and carries out other functions as requested by the Pastor

## Qualifications

- Must be at least 18 years of age and a volunteer in the parish for at least one year
- Is a fully initiated Catholic who actively participates in parish worship and life
- Is recognized in the parish as a person of good reputation
- Is skilled in group process, interpersonal communication, collaboration and organization
- Pays close attention to liturgical and administrative detail
- Is already a competent Hospitality Minister with the relevant skills, traits and qualifications
- Helpful, supportive, non threatening and can maintain strict confidentiality
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum
- Is genuinely joyful and presents a welcoming environment to all parishioners
- Initiates connection and accompaniment
- Must be aware of their surroundings, cannot be alone with minors or vulnerable adults



# What are my next steps?

## How do I get involved?

When interacting with vulnerable persons it is necessary to register our intent to volunteer and to educate ourselves on the issues of vulnerability and creating a safe environment.

**Our duty to care is an act of generosity.** All volunteer roles within the Diocese undergo an assessment to determine level of trust and/or risk associated with the role based on a number of factors. This position has been assessed at 'Low' risk.

In support of the Safe Environment Program, here are the protocols you are asked to follow to prepare for service at Sacred Heart Church, aligned to the Roman Catholic Diocese of Calgary:

### Register your intent to serve

- Complete the **Volunteer Information Form**.
- Complete an **Interview** if necessary.
- Complete the **4 online modules** under Praesidium Academy (Meet Sam, It Happened to Me, Keeping Your Church Safe, Policies: Roman Catholic Diocese of Calgary).
- Complete the Diocese of Calgary **Code of Conduct** and Accountability for Volunteers.
- **Send** your completed forms to [volunteer@sacredheartcalgary.ca](mailto:volunteer@sacredheartcalgary.ca).

### Respond to the invitation to serve in a particular ministry

- Sign and date your assigned role description from the pastor.
- Attend the prayer meetings and training with your ministry group.
- Identify your availability and commit to fulfilling your assigned tasks.

### Maintain your Service file

- Renew your Praesidium Academy Courses every 2 years.
- Update your training as requested.
- Email [volunteer@sacredheartcalgary.ca](mailto:volunteer@sacredheartcalgary.ca) to enquire about your status.



## Sacred Heart of Jesus Prayer

by St. Margaret Mary Alacoque

*Lord Jesus,  
let my heart never rest until it finds You,  
who are its center, its love, and its happiness.  
By the wound in Your heart  
pardon the sins that I have committed  
whether out of malice or out of evil desires. Place my  
weak heart in Your own divine Heart,  
continually under Your protection and guidance, so  
that I may persevere in doing good and in fleeing evil  
until my last breath.*

*Amen.*

## Contact

### Sacred Heart Church

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**SACRED HEART CHURCH  
VOLUNTEER PACKAGE**