

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Gift Bearers Coordinator
Accountability	Pastor or Parish Team
Purpose of Ministry	Schedule volunteers to present the Gifts at Mass
Participant Group	Gift bearer volunteers
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Publish a schedule several times a year and distribute to volunteers ▪ Contact volunteers if there is a scheduling problem or changes ▪ Provide written instruction for the volunteers with the proper procedures ▪ Recruitment of new volunteers as required ▪ Consult with pastor about the needs of this ministry
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Good communication, interpersonal and organization skills ▪ Dependability
Time Commitment	<ul style="list-style-type: none"> ▪ Time required to prepare and distribute a schedule several times a year ▪ Time for occasional meetings with pastor and recruitment
Duration	1 year renewable
Orientation and Training	Provided by pastor
Support	Parish team
Supervision	NA.
Evaluation	Yearly by pastor or parish team
Position Level	GENERAL TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete form A ▪ Receive Volunteer Guidelines ▪ Sign Volunteer Covenant ▪ Orientation and training as required