



Archdiocese of Regina

LITURGICAL HOSPITALITY COORDINATOR

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.
- Maintains a contact list of Liturgical Hospitality volunteers.
- Ensures changes in the list of Liturgical Hospitality volunteers are communicated promptly to the Parish Volunteer Screening Committee.
- Arranges scheduling for Ushers & Greeters for all liturgical celebrations.
- Is responsible for recruiting Liturgical Hospitality volunteers.
- Trains and supervises Liturgical Hospitality volunteers.
- Attends meetings as required.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Responds appropriately to particular needs or emergencies within the assembly.
- Carries out other functions as requested by the Pastor and/or Pastoral Team.

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 a fully initiated member of the Catholic Church.
- Is known in the parish community, participates in parish life and is of good character.
- Must be at least 18 years of age.
- Has a minimum of 1 year experience as a Minister of Liturgical Hospitality.
- Has the ability to work with others as a team.
- Has good organizational skills.
- Is skilled in group process, interpersonal communication and collaboration.

Personal Traits and Qualities

(The following description may be of assistance to those considering this position)

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

Orientation and Training

- Standard parish orientation program and training provided by the previous Liturgical Hospitality Coordinator.

Participant Group

- Liturgical hospitality volunteers, and 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

- _____ year term.

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.
- This is a volunteer position requiring a time commitment of _____ hours per week or _____ hours per month.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a General Security position
- Completion of a Volunteer Information Form is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or his designate.

This ministry position description accurately reflects the Ministry of Liturgical

**Hospitality Coordinator currently practiced at _____
Parish. (Parish Name)**

Parish Volunteer Screening Committee

Pastor or Designate

Date

**Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto**

