

**Diocese of Hamilton**

Name of Group/Ministry	Ministers of Hospitality, Ushers, Gift Bearers
Accountability	Parish Team, Pastor
Purpose of Ministry	To create a welcoming environment to parishioners, to keep the parish organized during Mass, Schedule volunteers to present the Gifts at Mass
Participant Group	Parish congregation during Mass, Gift bearer volunteers
Activities and Responsibility	Welcome parishioners as they arrive for Mass, Seat people when church is becoming full, Guide people to Communion, collect donations, organize offertory procession, distribute bulletin, assign people as Gift Bearer
Skills and Qualifications	Good communication, interpersonal skills, and organization skills Leadership Skills with ability to delegate Patience, Follow dress code
Time Commitment Duration	One Mass per week Not applicable
Orientation Training	Provided by Pastor, Parish Team At the start of duties or once per year
Support and Enrichment	Parish Team
Risk Assessment	Low Risk
Screening Procedure	Provide a position description form Fill out Diocese of Hamilton Volunteer Information Form Interview Reference checks Orientation and training

Date Approved:

Date Received:

Ministry Leader: \_\_\_\_\_

Parish Screening Committee: \_\_\_\_\_

Pastor: \_\_\_\_\_