

Liturgical Decorator Ministry Role Descriptor

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Liturgical decorator
Groups served by this ministry	Parishioners and visitors to the parish
Length of term	3 years (renewable)
Purpose of the role(s)	To prepare the church for liturgical celebrations
Activities and responsibilities	<ul style="list-style-type: none"> • Attend liturgy meetings. • Follow directions from head sacristan and clergy. • Decorate the church and facility areas as required. • Work with the head sacristan to order flowers. • Assure the take-down of seasonal decorations and the disposal of unhealthy or dead plants and flowers.
Constraints	<ul style="list-style-type: none"> • Ensure decorations are liturgically appropriate. • Otherwise, as directed by the clergy, Canon Law and liturgical and archdiocesan guidelines.
Descriptor scope (<i>check one</i>)	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Notes on scope	St. Clare--performed as needed; may involve other volunteers.
Skills, experience and qualifications desired	<ul style="list-style-type: none"> • Artistic ability and flower-arranging ability. • Sewing ability would be beneficial.
Personal traits desired	<ul style="list-style-type: none"> • Interpersonal skills.
Orientation and training	<ul style="list-style-type: none"> • On-the-job training by the head sacristan or clergy. • Reference to the <i>Ordo</i>. • Receive a copy of this ministry role descriptor. • Responsible Ministry training and handout.
Support, supervision and evaluation	<ul style="list-style-type: none"> • Supervised by the head sacristan and clergy.
Working conditions	<ul style="list-style-type: none"> • Periods of standing may be involved. • May be required to use a ladder and tools.
Benefits to role participants	<ul style="list-style-type: none"> • Satisfaction of serving the parish. • Increased knowledge of Catholic liturgy. • Beautification of the church.
Level of sensitivity (<i>check one</i>)	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none"> 1. Completion of a volunteer information form is required. 2. Training and orientation are required. 3. There will be supervision and opportunity to give and receive feedback.