

Welcome Committee Ministry Role Descriptor

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

Name of ministry and role(s)	Welcome Committee
Groups served by this ministry	New parishioners
Length of term	3 years (renewable)
Purpose of the role(s)	To help welcome new parishioners to the parish
Activities and responsibilities	<ul style="list-style-type: none"> • Organize a dinner of welcome, with help of clergy, parish pastoral and finance council members, members of the Catholic Women's League and Knights of Columbus; members of other ministries • Assemble a welcome kit, e.g. bulletin, parish overview, registration materials, list of parish ministries • Ensure that welcome kits are kept up to date, and that a supply is maintained on hand
Constraints	<ul style="list-style-type: none"> • Members of the welcome committee should be welcoming but not intrusive
Descriptor scope <i>(check one)</i>	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Skills, experience and qualifications desired	<ul style="list-style-type: none"> • Knowledgeable about parish activities
Personal traits desired	<ul style="list-style-type: none"> • Friendly, out-going, warm • Possessing a helpful nature • Organized
Orientation and training	<ul style="list-style-type: none"> • On-the-job training with current committee members • Receiving a copy of this ministry role descriptor • Responsible Ministry training and handout
Support, supervision and evaluation	<ul style="list-style-type: none"> • Support given by the clergy • Supervision and feedback will come from the clergy and the parish pastoral council
Working conditions	<ul style="list-style-type: none"> • Periods of standing are involved • May be necessary to work in the kitchen • May need to approach parish organizations to arrange for receiving sufficient printed handout materials from them
Benefits to role participants	<ul style="list-style-type: none"> • Satisfaction from helping to build the parish
Level of sensitivity <i>(check one)</i>	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High

**Welcome Committee
Ministry Role Descriptor**

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

Screening measures

(Per the parish 'Responsible Ministry Program' document.)

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.