



Our Lady of Guadalupe Volunteer Opportunity

Position Title	Welcoming Ministry Leader
Work Location	At Our Lady of Guadalupe Church and parish campus and from home.
Purpose of the Position	Is to organize and provide leadership to parish volunteers who will develop and implement ways to identify and welcome new parishioners to make them feel connected to the parish and to facilitate their getting involved in parish ministries and events.
Responsibilities and Duties -	Once registered and after receiving a welcoming package, a new parishioner, and their family will be welcomed to the parish by one of the committee members. Contact persons will send a note and follow up with phone calls to answer any questions and to tell about all the wonderful things that Our Lady of Guadalupe Parish has to offer. The contact person will discuss ministries selections from the new parishioner registration form, who the ministry leaders are and the contact information. The volunteer in turn contacts the ministry leader, informing them of the new parishioner desire to participate in the ministry. A follow up email is sent to the Ministry contact.
Qualifications	Comfortable in meeting new people, willing to familiarize yourself about the parish ministries, warm and friendly.
Commitment Expected	Participate in bi-monthly masses to identify and welcome new parishioners. Follow up with personal phone calls/appointments to talk with the new parishioners regarding skills they may have that would be helpful to the parish and ways the new parishioner could get involved in the parish. Organize periodic activities/events for new parishioners to meet other parishioners.
Training	Orientation to be provided by Pastoral Council liaison and parish operations manager.
Contact Information	James Nantell Pastoral Council Chair jimandchrisnanman@gmail.com 707 836-1143 Written: 11-12-14

Complete and e-mail to Chris Nantell at jimandchrisnanman@gmail.com or 950 Woody Creek Lane, Windsor 95492