Reports to:

Plant/Operations Commission Chair.

Ministry Purpose / Objective:

To coordinate and plan activities surrounding the facility setup.

General Responsibilities of All Ministry Coordinators:

- Discerns God’s message in one’s own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Maintains updated participant records including phone numbers and email addresses.
- Recruits new ministry members, using bulletin announcements, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding your ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
  - Quarterly Stewardship Bulletin Report
  - Annual Stewardship Report
  - Prepare documentation for this ministry’s budget
  - Ministry Goals and Objectives
  - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.
Responsibilities of Facility Setup Committee Coordinator:

- Coordinates activities of committee members.
- Maintains open communication with ministry heads for dates of events.
- Up to date on upcoming activities.
- Is familiar with and oversees the various set up procedures.
- Maintains up to date contact information.

Special Activities:

- Annual parish Leadership training.

Meetings (when held, frequency, etc.):

- All Commission Meetings
- Ad hoc meetings with Facilities Commission Chair.

Time Commitment:

Time to be allotted to the Following Tasks: Average Time (these times are average and may vary depending upon the individual completing the work, and the situation.)

- Administrative 2 hours monthly

Expected Length of Commitment:

- Two years, and may be extended by one year with a maximum term of three years.

Qualifications Required:

- Ability to lift and move heavy furniture/objectives.

Facility Setup Committee Coordinator Resource(s): Assistant Coordinator

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator’s term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).
Facility Setup Committee Coordinator Task List

General Tasks:

- Recruits new members
- Maintains member list and advises secretary of any changes to ministers’ records (phone number, email, address).
- Conducts training sessions during the course of the year in coordination with the Director of Liturgy and the Facilities Commission.
  - Ensures training dates and times are on the parish calendar.
- Completes Facility Reservation Form (FRF) for dates when utilizing the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Keycard Record & Agreement for assignment of Access keycard when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Facility Setup Committees Guidelines.
- Participates in Commissions/Stewardship Fairs.
  - Updates “Story Board” for Commissions/Stewardship Fair.
  - Recruits members of ministry for implementing Commissions/Stewardship Fair.
- Evaluates the ministry yearly, (What worked well? What didn’t work well? What needs to be done differently?)

Additional Tasks:

- Set up multipurpose room according to parish floor plan.
- Set up De Sales Faith Formation Center according to function requirements.
Reports to:

Facility Setup Committee Coordinator.

Ministry Purpose / Objective:

To provide a resource for general parish facility setup.

General Responsibilities of All Ministry Members:

- Discerns God’s message in one’s own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of Facility Setup Committee Members:

- Duties include the lifting and moving of furniture/objectives.

Special Activities:

- None.

Meetings (when held, frequency, etc.):

- None.

Time Commitment:

- Less than one hour per week.

Expected Length of Commitment:

- At least one year.

Qualifications Required:

- Ability to lift and move heavy furniture/objectives.