



Outreach Commission

Help Center of Federal Point Member Position Description

Reports To:

Help Center of Federal Point Coordinator.

Ministry Purpose / Objective:

To provide emergency assistance to residents of the Carolina Beach/Kure Beach community and those referred by Immaculate Conception Church.

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 any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of Help Center Member:

- Follow all policies and procedures found in the Help Center Training and Reference Manual.
- Treat all clients with respect and compassion.
- Interview clients and accurately record client information and needs.
- Generously assemble food bags.
- Complete paperwork for each client file.
- Record number of people served.
- Promote ministry for volunteering and donations.
- Secure a replacement when the volunteer cannot serve on their scheduled day.
- Communicate with head of ministry for inter-ministry needs and events.

Special Activities:

- Attend an initial, mandatory orientation/training session.
- Attend any mandatory training for updates on policies and procedures.
- Assist with the Christmas Basket food collection and assembly.

Meetings:

- As needed.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Volunteer Responsibilities

Average Time (may vary):
2 hours/month

Expected Length of Commitment:

At least one year.

Qualifications Required:

- Well-organized, kind, and able to get along well with others.
- Be able to respect confidential client information.
- Have a strong commitment to the Ministry.