



## Outreach Commission

# Island Cottage Member Position Description

### Reports To:

Island Cottage Coordinator.

### Ministry Purpose / Objective:

To raise donations for and create awareness of the Help Center of Federal Point through a non-profit themed thrift store in the Pleasure Island area.

### 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 Island Cottage Member:

- Take inventory of items donated, pricing items and stock the store.
- Dust and keep the store looking nice.
- Sort through clothes and re-donate to other nonprofits.

### Special Activities:

- Attend an initial, mandatory orientation/training session.

### Meetings:

- Annual ministry meeting.
- As necessary according to coordinator.

### Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Volunteering

Average Time (may vary):  
2 hours/month

### Expected Length of Commitment:

At least one year.

### Qualifications Required:

- Well organized and willing to help.
- Have a strong commitment to the Ministry.