



Inreach Commission

Welcome / Orientation / Registration (W/O/R) Coordinator Position Description

Reports To:

Inreach Commission Chair

Ministry Purpose / Objective:

To welcome new parishioners to the parish by providing a Welcome Orientation and Registration event which fosters a spirit of community, hospitality, and promotes an awareness of the various ministries and activities.

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.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the 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 Strengths and Areas of Growth
 - 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 W/O/R Coordinator:

- Organizes (eight to ten) Welcoming Orientations and Registration receptions for newcomers each fiscal year.
- Coordinates with parish secretary to obtain the necessary information of perspective parishioners.
- Fills out Facility Reservation Form (FRF) to reserve rooms in the De Sales Faith Formation Center.
- Notifies members of the upcoming event.
- Ensures that the responsibility chart, indicating tasks is assigned to the committee members.
- Takes the minutes at each event and distributes them to all members.
- Sets up the necessary items to present the program at each event.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

Meetings:

- All Commission meetings.
- Semiannual general planning meeting.
- Special work meetings.
- All Commission meetings.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Administrative.
- Set up for event.
- Meetings.

Average Time (may vary):

2 hours/month
 ½ hour/event
 2 hours

Expected Length of Commitment:

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

Qualifications Required of All Ministry Coordinators:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

Additional Qualifications Required:

- Friendly nature.
- Willingness to socialize with perspective members coming to the church.

W/O/R 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).



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**Welcome / Orientation / Registration
Coordinator Task List**

General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
 - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob 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 Ministry, Parish, and any Diocesan Guidelines.

Additional Tasks:

- Coordinates with parish secretary to obtain the necessary information of perspective parishioners.
- Notifies members of the upcoming event.
- Ensures that the responsibility chart is filled out by working with all members of the committee as the general overseer.
- Takes the minutes at each event and distributes them to all members.
- Ensures all committee members complete the following:
 - Refreshments:
 - Refreshment shopping
 - Refreshment set up/clean up
 - Registration Table Set Up and Management:
 - Greeters/ Welcoming
 - Nursery
 - Clean up
 - Follow-up contact:
 - Registration information
 - Parties who missed the event
- Sets up in Brisson Hall with the screen, computer, LCD projector.