



Inreach Commission

Welcome / Orientation / Registration Member Position Description

Reports To:

Welcome / Orientation / Registration Coordinator

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 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 W/O/R Members:

- Aids the coordinator in contacting new parishioners.
- Attends general planning meetings.
- Helps with Welcome Orientation and Registration receptions for newcomers.
- Performs specified duties at each event according to the responsibility chart.

Special Activities:

- Attends an initial orientation/training session.

Meetings:

- Attend annual ministry meeting.
- Attends additional meetings as necessary according to coordinator.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Welcome Duties.

Average Time (may vary):
3 hours/month

Expected Length of Commitment:

At least one year.

Qualifications Required:

- Social nature.
- Ability to work with people.