



Inreach Commission

# Welcome / Orientation / Registration Member Position Description

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**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.