

## Parish Volunteers Ministry Playbook

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### **Description of the Ministry:**

**Purpose:** Parish volunteers provide an incredibly valuable service to the parish by being present to assist in the day-to-day activities that make our parish and church run smoothly. Without these volunteers, we would be much less successful in our communications, dissemination of information to parishioners, welcoming of visitors, etc. Furthermore, our clergy and staff would have less time to be out in the community and among parishioners if they did not have the support of the parish volunteers.

### **Activities/Events:**

Activities that parish volunteers perform include answering the phones, greeting visitors who come to the front door, assisting with copying and assembling information and communications to the parish.

### **Impact Observations:**

Without our parish volunteers, the church would not be able to do all of the good works that it presently does.

### **Roles in the Ministry:**

#### **Chairperson(s):**

Anita Lisk coordinates the parish volunteers. Her contact information is 355-1779, ext. 313, or [alisk@doers.org](mailto:alisk@doers.org).

#### **Staff Involvement:**

See above.

#### **Committee members/Opportunities for Involvement:**

Parish volunteers can work as little or as much as they want. Most volunteers either commit to a certain amount of time (for example, answering the phones from 9:00 am to noon on Tuesdays) or they commit to a project (for example, assembling the bulletins for Sunday morning, which usually takes an afternoon during the week prior). One of the best things about this ministry is the opportunity to work closely with the clergy and staff. There is a delightful sense of community in the office, and our parish volunteers are an integral part of that community.

Ideally, we would have 10-12 volunteers, each of whom could serve between 2 and 16 hours each month.

#### **Time Commitment by Chair(s) and Committee Members:**

Time commitment is variable. The church can find use for anyone who has a few hours to give on a fairly regular basis.

**Involvement by Other St. James's Groups:**

None.

**Resources Required:**

**Financial:**

None

**Space:**

Parish volunteers work wherever they are needed, but most often in the main office in the parish house.

**Staff:**

Gina Young

**Advertising/Publicity:**

We let the parish know about these opportunities – we call them flash ministries – via the usual church communication venues – *Chimes*, eChimes, and the Sunday wrappers.

**Manpower:**

Ideally, we would have 10-12 individuals who volunteered their time per month.

**Community Impact/Partners:**

No direct community impact, other than making St. James's and our clergy and staff more accessible to the community by alleviating some of the administrative burdens from them.

(May 2011)