



Volunteer Position Description

Title Angel Ministry (formerly Special Projects) - Volunteer

Importance of the position to the Franciscan Renewal Center

To engage the FRC community in responding to the needs of the wider community through participation in collections taken for the disadvantaged, homeless, and other needy members of the Franciscan Missions.

Responsible to Coordinator of Angel Ministry

Definition of Duties

- Keep informed about upcoming Special Project collections
- Know the purpose of the special collections in order to inform community members. Read all materials sent in advance.
- Respond to coordinator if available to participate
- Report to coordinator at the designated time for collection
- Greet community members and accept donations or items specific for collection
- Follow procedure for pickup and return of money boxes.
- Pickup and return materials to front desk
- Distribute collection handouts
- Be at the mass time you have committed to.

Length of Commitment

- One year with opportunity to renew commitment

Time Required

- 2-3 hours on Saturday or Sunday of the project

Qualifications

- Willingness to give time to the worthy cause
- Friendly, warm manner when working with the community
- Flexible in regards to scheduling needs and times
- Good follow through in completing of tasks and duties
- Reliable
- Diocesan Safe Environment certified



Franciscan Renewal Center
Peace. Renewal. Good.

Training Provided

- Information about collection will be sent in advance
- Procedures will be sent in advance
- On the job training/shadowing others
- Safe Environment training

Evaluation Mutual- Feedback about collection to coordinator