

VOLUNTEER MINISTRY: COFFEE & DOUGHNUTS COORDINATOR

MINISTRY MISSION STATEMENT

St. Mary's Coffee & Doughnuts Ministry is committed to promoting and facilitating a place for parishioners and newcomers to grow in fellowship and faith as they gather and socialize. In doing so, we will welcome all with the same hospitality that we would welcome a friend into our own home – with joy and gratitude.

COORDINATOR POSITION DESCRIPTION:

As a volunteer leader of the **Coffee & Doughnuts Ministry**, you will share responsibilities with another leader for coordinating the ministry teams of volunteers and managing the logistics of facility use, scheduling, and food supplies. Specific responsibilities include:

- ❖ Recruiting volunteers and growing the ministry
- ❖ Scheduling volunteer teams for the appropriate mass times
- ❖ Managing and training volunteer teams in providing a welcoming attitude and spirit of service
- ❖ Encouraging team and individual volunteer commitment to continuous growth in faith life
- ❖ Ordering doughnuts, trouble-shooting, and acting as point-of-contact for the delivery service, as needed
- ❖ Coordinating/communicating with staff and other ministries regarding use of the hall, tracking budget, etc.

As a ministry of the Family Life and Service department, the Coffee & Doughnut ministry is included with the Family Life ministries. As a volunteer leader, you will report to and regularly communicate with the Staff Family Life liaison (and ultimately, the department director). You will make every effort to attend or send a representative to the quarterly Leadership Formation meetings. Parish ministry leaders are encouraged to form community with their organization members and encourage them to build a personal prayer life by attending parish retreats and presentations and by regularly visiting the Adoration Chapel. Leaders also maintain volunteer rosters which include contact information, and the completion dates of safe environment classes, background check, code of conduct, and volunteer hold harmless forms. All parish ministries are asked to submit a copy of their mission statement, by-laws (if applicable), ministry Rule of Life, and an up-to-date volunteer roster to their staff liaison.

Attributes of the Leader

- ability to hold confidentiality as a priority
- outgoing, welcoming, social, hospitable, and inclusive personality
- desire to recognize the new or 'non-connected' parishioner and connect them with others
- organized
- collaborate and work well with parish staff and volunteers
- willing and able to work with and communicate with other ministries as needed
- continual development of individual spiritual growth
- recognize the integral part that the Coffee & Doughnuts ministry contributes to Parish Life
- supportive of the mission and vision of the Disciples of Jesus and Mary and St. Mary Parish

Contact Linda for more information: 303-798-8506; lsheerman@stmarylittleton.org