



# Service Opportunity

## Position Description

**Position Title:** Coffee & Doughnuts Hosts (several needed)

**Reports to:** Director of Family Life and Service (Linda Sherman)

**Scheduled shift:** 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> Sundays, before and after 7:30 and 9:30 masses.

Rotations of times and days with other team members.

**Length of Commitment:** usually 1-2 years

### Position duties:

- Welcome and host parishioners after mass; Mingle and offer hospitality, as guests in your home.
- Act as the face of Christ and the Church to others, building community.
- Setup and cleanup Coffee & Doughnuts (C&D), on a rotating basis, as part of teams of volunteers.
- Must volunteer at least once a month.

### Details of Position:

- Two teams of volunteers host the C&D - One prior to and after the 7:30 mass; one prior to and after the 9:30 mass, on either the 2<sup>nd</sup>, 3<sup>rd</sup>, or 5<sup>th</sup> Sunday.
- 7:30 team:
  - Arrive at 7:00; receive and set out doughnuts.
  - Make and set out coffee, tea, lemonade, water, condiments, paper goods., donation jar.
  - Welcome parishioners; interact especially with elderly and people sitting by themselves.
  - Leave at 9:15.
- 9:30 team:
  - Arrive 9:00.
  - Refresh coffee, lemonade, water, doughnuts, as needed.
  - Welcome parishioners; interact especially with elderly and people sitting by themselves.
  - Cleanup, including urns and containers, returning all to Hospitality Closet.
  - Tally donation money and put in safe.
  - Leave at 11:45.