



Service Opportunity

Position Description

Position Title: Funeral Reception volunteer

Reports to: Reception Team Leader, and Dir. of Family Life and Service (Linda Sherman)

Scheduled shift: weekdays, on a rotating basis

Length of Commitment: open

Job location: Marian Hall

Position duties:

- As part of a team, set-up, serve, and/or clean-up receptions for those attending funerals at St. Mary.
- Serve as the face of the Pastor, staff, parish community, and the Catholic faith.

Details of Position:

- Depending on the structure of the team, you may serve anywhere from 2.5-4.5 hours per reception.
- There are currently 3 teams of 15-16 members each which rotate in service.
- You may be asked to arrive 1 hour prior to the reception for setup and to host the reception. You may be asked to host the reception and to stay for 1 hour following to help with clean-up.
- Set-up includes making coffee, punch, water, and setting out tablecloths and food.
- Clean-up includes rinsing and cleaning urns and containers, disposing of tablecloths, and returning items to Hospitality Closet.
- Volunteers need a positive and welcoming attitude. They must have a spirit of service to God, the parish and the wider community, be encouraging, flexible, and active in recruiting new volunteers.