

Sacred Heart Volunteers

We are so delighted you are interested in volunteering at Sacred Heart! Volunteering at our parish will offer you the opportunity to engage more fully with the parish and with your faith. To ensure our volunteers are not just 'doing a job', but also taking an active role in their own spiritual life, there are requirements that must be met before volunteering your time and talent.

Please Note: As people return to Mass, we ask that all volunteers attend Sunday Mass at minimum for one month before re-engaging in volunteer opportunities. If new to the parish, we ask that you attend Mass regularly for two months before assuming volunteer duties.

Core Requirements (please initial):

- ___ Fully initiated, active Catholic—what this means is that you have received the sacrament of baptism, confirmation, frequent reception of Holy Communion, and reconciliation. Additionally, if applicable, you should be sacramentally married in the Church.
- ___ Have a deep love and reverence for the Mass, the source and summit of our faith, and strive to be in a state of grace.
- ___ Attend Sunday Mass weekly, not just on the days you intend to serve.
- ___ Have a commitment to daily personal prayer.
- ___ Model in your life love of God and love of neighbor.
- ___ Living a life above reproach (not living in scandal—avoiding gossip and hearsay, not cohabiting, actively in dissent against Church teaching, etc.)
- ___ Sunday Mass attire needs to be your Sunday best! Reverent and tidy.
- ___ Contribute financially to the success of the parish.
- ___ Be willing to undertake additional training and formation.
- ___ Understand that participation as a volunteer is a privilege, not a right.

By: _____

Volunteer

Date

By: _____

Head of Ministry

Date

Pastor Approval: _____

Date: _____

Ministry Specific Requirements (Please initial): Sacristan

****Note: This position is at the special invitation of the pastor only.****

- ___ Attend annual training and follow direction of the Pastor and Head of Ministry.
- ___ Understand the role of sacristan at Mass.
- ___ Arrive at least one hour before Mass, to set up the altar (or assist as specified if altar set-up not required) and be prepared to stay after Mass to lock up and secure the church.
- ___ Be responsible about who accesses the church before and remains after Mass; non-volunteers or non-staff **are not allowed in the church** when the church is not open to the public (i.e. outside of Mass or approved prayer).
- ___ Maintain a prayerful attitude in the sacristy before and during Mass. Be aware that the sacristy is a prayerful place, not simply a preparatory room.
- ___ If unable to attend, contact Head of Ministry in enough time to find a substitute sacristan before Mass.
- ___ Have a willingness to learn more about the Mass and deepen your Catholic faith and be open to receiving feedback and direction.
- ___ Be willing to fill in at Mass when required.

All these requirements should be fulfilled before continuing with your intent to volunteer. If you need to fulfill any sacramental requirements that are not met currently, contact the parish office and we can assist you.

I have read the above and attest I fully meet the core and specific requirements:

By: _____

By: _____

Pastor Approval: _____

Date: _____

Volunteer

Head of Ministry

Date

Date

VOLUNTEER AGREEMENT

The purpose of this volunteer agreement is to specify the nature and conditions of the volunteer relationship between _____ hereafter referred to as "Volunteer" and Sacred Heart Catholic Church hereafter referred to as "Sacred Heart."

1. Beginning date of volunteer commitment:
2. Number of hours volunteered: 1-4 hours per week (variable).
3. Physical location of volunteer work: Sacred Heart.
4. It is expressly understood that the volunteer will **not** receive any financial compensation, including vacation, sick, personal, or holiday compensation; nor will there be any pension, medical or other insurance coverage provided.
5. This agreement will remain in force unless terminated at the request of either party. No period of waiting or written notice is required.
6. **Final approval of volunteers will be at the discretion of the pastor.**

This agreement expresses all obligations between the two parties named below and there exists no other agreement, written or oral, between these parties, involving the obligations outlined above.

By: _____

By: _____

Volunteer

Head of Ministry

Date

Date

Pastor Approval: _____

Date: _____