

**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.
- \_\_\_ Be registered in our database and 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.

***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 requirements\*\***

By: \_\_\_\_\_

By: \_\_\_\_\_

Volunteer

Head of Ministry

Pastor Approval: \_\_\_\_\_

Date: \_\_\_\_\_

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**Ministry Specific Requirements (Please initial): Ushers**

- \_\_\_ Attend annual training.
- \_\_\_ Take the online Virtus training and pass background check.
- \_\_\_ Be approved to handle cash & donations during Mass.
- \_\_\_ Arrive at least 30 minutes before Mass.
- \_\_\_ Cheerfully greet parishioners at the door; assist with seating where necessary.
- \_\_\_ Carry a cell phone. Be aware of safety at all times; keep an eye on 'unusual' or disruptive attendees.
- \_\_\_ As trained, take the collection during Mass, seal in security bag, and deposit after Mass in the safe.
- \_\_\_ Contact the Ministry Head when you can't attend an assigned 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: \_\_\_\_\_

Volunteer

\_\_\_\_\_  
Date

By: \_\_\_\_\_

Head of Ministry

\_\_\_\_\_  
Date

Pastor Approval: \_\_\_\_\_

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: \_\_\_\_\_