

Ministry Position Description

Position title	POINT OF ENTRY TEAM MEMBER	
Reports to	Pastor/Safety Coordinator	
Primary objective	Point of Entry volunteers are encouraged to collect the contact information from parishioners as they enter the church.	
Expected Time Commitment	Up to 1.5 hours each mass	
Tasks/Responsibilities	<ul style="list-style-type: none"> • Point of Entry volunteers are encouraged to collect the contact information • Maintaining appropriate physical distancing (6 feet/2 metres) • Wear the appropriate personal protective equipment (PPE) if they are unable to maintain 6 feet/2 metres of separation from congregants. • Open the entry access door and keep propped open until the number of 50 or fewer parishioners has been met. • Open the exit door until all parishioners have exited the church • Provide list of participants to the Safety Coordinator 	
Setting/Work Environment	<ul style="list-style-type: none"> • Ministry will take place in the church 	
Appointment duration/term	Approximately 6 months or longer	
Signature of Director/Pastor/Volunteer Leader	Day / Month / Year	
Signature of Volunteer Applicant	Day / Month / Year	