

Point of Entry Team Member - Information Collector:

Reports to: Pastor/Safety Coordinator

Overview:

Point of Entry volunteers are responsible for monitoring the number of individuals entering the church for Mass and collecting the contact information of parishioners as they enter.

Tasks/Responsibilities:

- This person will 'check-in' those parishioners who have pre-registered for a Mass. They will have a printed registration list and will confirm the names/contact information of registrants as they enter for Mass. They will need to confirm with each registrant, the list of self-assessment tool questions.
- Ensure parishioners entering the building maintain the appropriate physical distancing (6 feet/2 meters).
- Wear appropriate personal protective equipment (PPE) if they are unable to maintain 6 feet/2 meter) 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 and keep propped open until all parishioners have exited the building.
- Provide the list of participants to the Safety Coordinator assigned to the Mass

Qualifications:

- Must be at least 18 years of age
- Ability to demonstrate authority in situations that may be confrontational while being diplomatic and empathetic to the situation
- Committed to ensuring the health and safety of others

Commitment: 1 Mass per week (approximately 1.5 hours)

Setting/Work Environment: This Ministry will take place at the Holy Collegiate School, church entrance.

Safe Environment: In support of the Safe Environment Program, you will be requested to obtain or complete the following to participate on the Committee:

- Complete a Volunteer Information Form
- Complete *Praesidium Sexual Abuse Prevention* online training modules
- Agree to adhere to the Diocesan Model Code of Conduct and sign the Agreement to Model Code of Conduct