



Volunteer Check List

Consider soliciting volunteer help from those who might not attend the program otherwise.
Youth groups can provide much help and often pick up service hours.

Arrival Team

- ____ Someone familiar with the event - usually the event planning coordinator
- ____ Someone familiar with the church lighting system
- ____ Someone familiar with the church sound system if required

Load In Assistance

- ____ Strong back needed **only** if there are more than a few stairs and no ramp or elevator.

Greeters or Ushers

- ____ One or two for each entrance, one hour before the program.

Table Helpers

- ____ Two per book table, one hour before the program and about 30 minutes afterwards.

Priest or Deacon

- ____ For exposition of the Blessed Sacrament
- ____ For benediction and reposition of the Blessed Sacrament

Altar preparation for Exposition and Adoration of the Blessed Sacrament

- ____ Prepare altar and items for exposition and benediction, often a sacristan or priest

Benediction Assistant(s)

- ____ An altar server or two, sometimes a deacon or other experienced gentleman

Priests for Sacrament of Penance

- ____ At least two, the more the better

Confession Line Ushers

- ____ One or two – good job for greeters

Confession Monitor

- ____ Responsible for ushering priest out of the confessional in order to perform benediction

Pack Up and Load Out

- ____ One or two to help Dave
- ____ One or two to help Joan

Church lock up arrangements

- ____ Depending on attendance and assistance this will be 1 ½ - 2 hours after the end of the program.