

St. Monica Parish Community
Pastoral Care Ministries (PCM)

Helping Hand Ministry

Description:

Helping Hand volunteers provide information and referral to community, state, and federal services and resources as follows:

- Social Service Agencies
- Medical Services
- Non-Profit Organizations
- Legal Assistance
- Mental Health Counseling
- Financial Assistance
- Housing Agencies
- Substance Abuse Treatment
- Family Service Agencies

Statement of Purpose:

Helping Hand volunteers are committed in providing information to each individual who requests information on community, state, and federal service agencies that can potentially meet his/her physical, emotional and financial needs.

Ministry Position Title:

Helping Hand Volunteer

Qualifications / Skills required:

- Use of electronic communication devices – telephone, computer, Rainbow Resource CD
- Utilize Rainbow Resource Directory using alphabetical and resource index
- Good telephone interpersonal skills
- Ability to problem solve using electronic devices

Duties:

- Provide Helping Hand voice mail coverage for one week at a time

Time Commitment:

- Once a month coverage of Helping Hand voice mail from Monday through Friday, 9:00 am to 8:00 pm
- Once a month Helping Hand Volunteer meeting

Term of Ministry:

- Two years

Works in conjunction with:

- Coordinator, Pastoral Care Ministries
- Helping Hand volunteers

May 12, 2008