Our Lady of Pentecost
Balwyn, Camberwell, Deepdene, Surrey Hills and Wattle Park

Ministry Role Description
Laundering of Church Linen

Purpose:
The altar linens are used with dignity and respect because of their role in the celebration of the Mass.

Responsible to:
Parish Priest or Stewardship Coordinator

Role Description:
The role of the Church Linen volunteer is to care with the proper cleaning of the church linens.

Duties:
This is an 'in home' ministry. The volunteer is asked to:

- Collect the linen on their rostered week.
- Launder the linen which includes the corporals, purifiers, finger towels, tea towels and hand towels.
- Treat any stains.
- Iron the laundered linen.
- Return to the Church Sacristy and put away in the drawers.

Conditions:

- This is a volunteer role.
- Expected commitment is to be placed on a roster. The roster is a fortnightly roster which will mean you may be rostered on 5 times a year.
- Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching (VIT) registration with the parish registered as a volunteer organisation. This check remains current for five years.
- Read and sign the Safeguarding Code of Conduct. Once signed, it will remain current for three years.
- Complete the Safeguarding Essentials online training module. Once completed, it will remain current for three years.

Duties may vary in each Church.

Training required:

- All volunteers must complete a safeguarding training module as required.
- Initial induction training prior to commencing in the role and other training as required.

Qualifications and experience:
No prior experience is required for this role, and an ability to wash, dry, press and fold the altar linens.

Skills and attributes:

- Respects the cultural, gender and age diversity of the parish.
- Committed to the safety of children, young people and vulnerable people.
- Willing to work collaboratively as part of a team.
- Reliable and responsible.
- Willingness to participate in learning opportunities eg. induction, training and development.
- Respects confidentiality and privacy.
- Able to communicate effectively and respectfully with others.

Benefits to this position:
Those who commit to this ministry will have the privilege of serving the parish community and contributing to the smooth running of our liturgies.