

**Front Office Volunteers
(Church Offices, Parish Center Offices, More Hall Offices)**

These are dedicated parishioners who staff the three front offices. At all locations, they are responsible for greeting/welcoming parishioners and visitors and performing basic office tasks. Other responsibilities and hours for shifts are predicated on the location of the office in which they work and the needs of the office. They report to and are overseen by the Parish Administrative Assistant. They are trained by their immediate supervisor, who is the staff receptionist at each location.

For additional information, please contact Ginger DiLoreto at 757-229-3631