

Marketing, Publicity, Social Media: Working with committee Members to post events on line.

House cleaning: This could be done alone or with others. General cleaning at least once a month or as needed after a given event or retreat.

Library upkeep: Tidying the room in general, re-shelving books and keeping track of the inventory. This could be done monthly.

Brochure circulation: Distributing brochures locally. Places would be determined with a coordinator. New brochures would be given out every two months, but taking time to check if more are needed between times is also part of this task.

Garden tending: Groups could organize for a time or a task. Individuals can come anytime. Some tools are available, but gardeners are always welcome to bring their favorites and their gloves.

Annual appeal follow-up: Address thank you notes and make thank you calls to donors.

Assisting with events: Working with Board committees to make fundraising and fellowship events run smoothly. Tasks may include running errands, preparation of food, set up and clean up.

Volunteers will receive orientation as needed.



**A Sponsored Ministry of the
Sisters of Charity of St. Augustine**

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Volunteer Handbook

Volunteers do not necessarily have the time;
they just have the heart.



Getting to know us:

Centering Space is a collaborative ministry of the Sisters of Charity of St. Augustine, created to provide a welcoming environment for all people seeking spiritual growth. Here people can come with open hearts to hear the voice of God.

In our fast paced society there is a great need to have places of stillness to attend to the inner promptings of the Spirit. We offer space for those seeking awareness of God's everyday presence, those seeking God's direction in a specific event or life choice and those looking for the prayerful support of community.

At **Centering Space** you can find

- Weekly Reflective prayer
- A variety of spiritual programs
- A library of spiritual resources
- Places for individual quiet time
- Gathering spaces for groups wanting to grow together
- Spiritual direction
- Individual overnight retreats
- Access to Lake Erie's shore and Lakewood Park



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As **Centering Space** has grown, the need for Volunteer services has grown with us.

A current list of our needs includes:

- **Hosting a program**
- **Marketing, Publicity, Social Media**
- **House cleaning**
- **Library upkeep**
- **Brochure distribution**
- **Assisting with events**
- **Annual appeal follow up**
- **Gardening**

Hosting a program. Programs are led by presenters who may or may not be familiar with Centering Space. The responsibility of the Program Host is to make the presenter comfortable and welcome the attendees.

- Arrive at least 30 minutes early to prepare the room, greet the presenter, make sure supplies are at hand.
- Greet all participants and have them sign in.
- Orient participants to kitchen, restroom, coat closet, and program fee box.
- At beginning of program give a brief overview of our mission and introduce the presenter.
- Enjoy the program.
- Afterwards, announce upcoming events, distribute evaluation forms when required and point out payment box again if appropriate.
- Stay to mingle with guests until all have left.
- Fill out a form summarizing statistics and observations.
- Clean up space, turn off lights.
- Put money in designated place.