



## St James Cathedral Mental Health Ministry

### Coffee Hour Companion Team - Job Description

**Goal:** To be a welcoming presence at the Sunday coffee hours in the Cathedral Hall. To be available to listen; to be a resource when appropriate for those appearing stressed, lonely, or isolated. Over time relationships develop and faces become familiar - theirs and yours – which can lead to true companionship, and a feeling of being part of a community.

#### **Coffee Hour Companion Team:**

Total: 2 (or more) people each coffee hour

Commitment: Ideally 2-4 coffee hours/month – Ongoing

Location/Time: Cathedral Hall – Sundays after 8, 10, and 12:00 Mass

Dress: Casual – or what you would normally be wearing on a Sunday.

Duties/Responsibilities: Share a muffin/coffee – mingle

Show up regularly and consistently

Be present and open to listening

Describe what's provided by MHM

Offer resources/refer when appropriate

Track encounters and referrals

Contact Parish Mental Health Nurse with any questions

Let Team Lead know when you are unable to make it in

#### **Coffee Hour Companion Team Lead:**

Commitment: Same as above + time for additional responsibilities below

Duties/Responsibilities:

Calendar and scheduling of volunteers

Tracking encounters and referrals for team

Tracking number of Information Sheets distributed

Maintain inventory of all forms used by volunteers

Communicate any challenges to Parish Mental Health Nurse

***Be patient – know that Companionship is a slow process. Understand that sometimes the difference you make is not apparent – but it does happen. Have faith and let God lead our way.***

Thank you so much for all that you do!

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